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(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
March 5, 1948

SOCIAL WELFARE BOARD

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2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

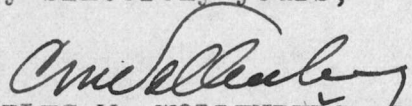
My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Manual Letter No. 116.

These regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, and 114b and are filed in accordance with provisions of Section 11381 of the Government Code.

Copies of the material which are attached to Manual Letter No. 116 were filed with your office under date of February 27, 1948.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

468:b5
Attachment
1948 MAR 8 PM 3 10
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

CHARLES M. WOLLENBERG
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
March 3, 1948

1297

MANUAL LETTER NO. 116

The attached revision No. 74 for the Welfare Personnel Standards Chapter is to be entered in your Manual of Public Assistance Policies and Procedures and the revision number canceled on the separator of that chapter.

These revisions were adopted by the Social Welfare Board on February 20, 1948, and are to be effective April 1, 1948.

FILED

in the office of the Secretary of State
of the State of California

MAR 8 - 1948

At 10 o'clock 1 M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

071-05 PAY SCHEDULES

071-05

WPS

CLASSIFICATION	SCHEDULE OF STEPS									
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
County Welfare Director V	295	320	350	380	410	450	490	530	580	630
County Welfare Director IV	255	280	305	335	365	395	425	465	505	555
County Welfare Director III	220	240	260	285	310	340	370	400	440	480
County Welfare Director II	185	200	220	240	260	285	310	340	370	400
County Welfare Director I	145	155	170	185	200	220	240	260	285	310
Assistant County Welfare Director	255	280	305	335	365	395	425	465	505	555
Public Assistance Supervisor, Grade II	220	240	260	285	310	340	370	400	440	480
Public Assistance Supervisor, Grade I	185	200	220	240	260	285	310	340	370	400
Child Welfare Services Worker	160	175	190	205	225	245	265	290	315	345
Public Assistance Worker, Grade II	145	155	170	185	200	220	240	260	285	310
Public Assistance Worker, Grade I	130	140	150	165	180	195	210	230	250	275
County Child Wel. Super., Grade II	220	240	260	285	310	340	370	400	440	480
County Child Wel. Super., Grade I	200	220	240	260	285	310	340	370	400	440
Chief Bookkeeper Clerk	185	200	220	240	260	285	310	340	370	400
Chief Clerk	185	200	220	240	260	285	310	340	370	400
Senior Bookkeeper Clerk	140	150	165	180	195	210	230	250	275	300
Senior Stenographer Clerk	140	150	165	180	195	210	230	250	275	300
Senior Typist Clerk	130	140	150	165	180	195	210	230	250	275
Senior Clerk	130	140	150	165	180	195	210	230	250	275
Receptionist	120	130	140	150	165	180	195	210	230	250
Junior Bookkeeper Clerk	110	120	130	140	150	165	180	195	210	230
Junior Stenographer Clerk	110	120	130	140	150	165	180	195	210	230
Junior Typist Clerk	110	120	130	140	150	165	180	195	210	230
Junior Clerk	110	120	130	140	150	165	180	195	210	230

The above master schedule shall be effective the same date the county budget and/or salary ordinance becomes effective for the fiscal year 1947-48. For modification procedure see Sec. 071-10, Adoption of Compensation Plan (W&IC 119.5, 119.6)

070-75 CLASS SPECIFICATION
MPS

070-75

For each class specification established by the SSWB, the SDSW shall maintain official class specifications as approved by the SSWB.

1. Official class title.
2. Definition of the class, indicating, in terms of duties responsibilities, and/or place in the organization, positions to be included in and excluded from the class.
3. Statement of typical tasks to be performed by those holding positions allocated to the class.
4. Statement of minimum qualifications for determining fitness and qualifications of employees for each class of position and for temporary appointments and for applicants for examinations, which may include education, experience, knowledge, skills, ability and personal and physical traits and characteristics.
5. Additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in evaluation of his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.
6. The adopted schedule of pay for the class. (W&IC 119.5, 119.6; FSS-ADMIN.)

071-00 ESTABLISHMENT OF COMPENSATION PLAN
MPS

071-00

The SSWB shall adopt a comprehensive compensation plan for all classes of positions. The plan shall include salary schedules for the various classes with salary of each class consistent with responsibility and difficulty of work as outlined in job specifications and shall be based on the principle that like salaries shall be paid for comparable duties and responsibilities in like counties. With the restriction of Sec. 071-20, Salary Advancements, such compensation plan shall include for each class of position, a minimum and a maximum rate, and three intermediate rates to provide for steps in salary advancement without change of duty in recognition of meritorious service. In arriving at such salary ranges there shall be taken into consideration the advice and suggestions of appointing authorities and county officials, county ordinances or other laws, and prevailing rates of pay in other public employment and in private business, and the current cost of living. (W&IC 119.5, 119.6; FSS-ADMIN.)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
March 26, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
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2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Manual Letter No. 117.

These regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, and 114b and are filed in accordance with provisions of Section 11381 of the Government Code.

Regulations contained in Sections 143-75, 195-00, 196-00, 215-00, 370-00, 645-02, 645-39, 645-51, 646-80, 611-50 and 611-55 were adopted to be effective immediately since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare, notice and public procedure there on being impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

1948 MAR 30 AM 8 18

68:bjs
Attachments
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

FILED

in the office of the Secretary of State
of the State of California

MAR 30 1948

At 8:30 o'clock a. M.

FRANK M. JORDAN, Secretary of State

By *Robert J. Jordan*
Assistant Secretary of State

Certified as a Regulation (or
Regulation) of the

Dept of Soc. Welfare
(Name of State Agency)

McElhenny
(Signature)

Director
(Title)

3/26/48
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
March 26, 1948

1297

FILED

in the office of the Secretary of State
of the State of California

MAR 30 1948

At 8:30 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

MANUAL LETTER NO. 117

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. The revision numbers are as follows:

Personal Property	Revisions 82 and 83
Relatives	Revisions 37 and 38
Classification	Revisions 42 thru 44
Applications	Revision 56
Investigation and Decision	Revisions 180 and 181
Fair Hearing	Revisions 27 thru 39
Continuing Services	Revisions 203 and 204
Financial Procedures	Revisions 354 thru 364

These revisions were adopted by the Social Welfare Board on March 19, 1948, and are effective as follows:

Effective April 1, 1948

143-75
195-00
196-00
215-00
370-00
645-02
645-39
645-51
646-80
611-50
611-55

Effective May 1, 1948

171-47	325-20	325-70
171-50	325-23	325-80
171-55	325-25	325-90
171-60	325-35	325-95
171-65	325-38	326-10
171-70	325-40	326-20
171-75	325-42	330-00
171-80	325-45	351-30
171-85	325-50	628-10
171-90	325-55	
234-00	325-60	

New Secs. 171-47 through 171-90 have been added and Secs. 234-00 and 351-30 revised to incorporate the regulations contained in Department Bulletins 234 and 234-A into the manual. Secs. 172-00 and 172-02 have been deleted. Sec. 172-99 with Forms Ag 246 and Ag M519, Notification of Board of Supervisors Finding of Liability of Responsible Relatives, is being issued.

New Secs. 325-23 and 325-38 have been added and the Foreword to the Fair Hearing Chapter and Secs. 325-20, 325-25 through 325-60, 325-70, 325-80, 325-90, 325-95, 326-10, 326-20, and 330-00 revised to conform with the change in policy regarding the hearing of appeals by a hearing officer.

Sec. 143-75 has been revised to provide a new method for evaluating motor vehicles because of the change in the Department of Motor Vehicles' method of determining vehicle license fees.

Secs. 195-00, 196-00, and 611-50 have been revised to provide that medical evidence shall be effective on the first of the month in which the physician's examination was made.

Secs. 215-00 and 611-55 as revised give instructions for reapplication procedure in accordance with the change in law.

Sec. 370-00 has been revised to conform with the law which requires only one complete affidavit of residence for the verification of state residence in ANB and APSB.

Secs. 645-02, 645-39, 645-51, and 646-80 have been revised to conform to Federal Social Security Administration regulations regarding Federal participation in administrative costs.

In Sec. 646-99 Forms Ag 807A and Ag 807B are now obsolete. Form Ag 807 has been revised, but the revised page is not being issued at this time.

Bulletins 69-E issued January 19, 1943, 69-G issued October 13, 1943, 69-J issued June 19, 1946, 69-K issued September 17, 1946, 234 issued March 24, 1944, and 234-A issued July 3, 1944, are now obsolete.

143-75 (Continued)

143-75

When motor vehicles are being purchased under a contract of sale, the market value of the purchaser's equity rather than the value of the vehicles determines the personal property value of the vehicles. (SEE SEC. 144-00, DETERMINATION OF VALUE OF PERSONAL PROPERTY BEING PURCHASED UNDER CONDITIONAL SALE CONTRACT.) (W&IC 2140, 2163, 3047, 3075, 3447, 3460)

143-75 DETERMINATION OF VALUE OF AUTOMOBILES, TRUCKS,
AND OTHER VEHICLES
OAS, ANB, APSB

143-75

The value of automobiles, trucks, motorcycles, etc., owned by applicants for, or recipients of, aid shall be considered in determining eligibility for ANB, and APSB. The value as determined from the license fee recorded on the State Motor Vehicle Department registration card shall be used.

The registration card issued by the Motor Vehicle Department must be carried in every motor vehicle which is taxed by that department. On the registration card (white slip) for passenger cars is recorded the registration fee (\$6.00), and the vehicle license fee which varies in accordance with the value. The amount of the vehicle license fee appears in the space marked "V.L.F. Fee" on the second line above the space provided for the signature of the legal owner.

For trucks the registration card shows the registration fee, the truck weight fee, and the vehicle license fee. Use only that amount which is recorded in the space marked "V.L.F. Fee".

A schedule of the vehicle license fees and the values which they represent follows:

<u>V.L.F.</u>	<u>Value of Vehicle</u>	<u>V.L.F.</u>	<u>Value of Vehicle</u>
\$ 1.00	\$ 55.00	\$11.00	\$ 630.00
2.00	115.00	12.00	685.00
3.00	170.00	13.00	745.00
4.00	230.00	14.00	800.00
5.00	285.00	15.00	855.00
6.00	340.00	16.00	915.00
7.00	400.00	17.00	970.00
8.00	455.00	18.00	1030.00
9.00	515.00	19.00	1085.00
10.00	570.00	20.00	1145.00
		21.00	1200.00

Should it be necessary to determine the value of a motor vehicle the vehicle license fee for which is in excess of \$21, add to \$1200 that value in the foregoing table which is opposite the amount by which the vehicle tax exceeds \$21.

(Section Continued on Next Page)

171-40 (Continued)

171-40

Does child have final decision about collecting his own pay, either in cash or by check?

If by check, does the child cash his own check, and, after receipt of the cash, does the child retain his portion and only turn over the amount agreed upon to the parent? (W&IC 1560, 2140, 3075, 3460; AGO NS1822)

171-45 RESPONSIBILITY OF PERSONS RECEIVING ASSISTANCE
OAS, ANB, APSB

171-45

A legally responsible relative who is an applicant for or recipient of public assistance shall not be required to make a contribution from his grant of aid to other persons for whom he is legally responsible. (W&IC 2006, 2140, 3003, 3008, 3075, 3402, 3407, 3460; AGO NS2382)

171-47 SERVICEMEN'S ALLOWANCES
OAS

171-47

Allowances for parents, brothers, sisters and grandchildren of service-men are entirely voluntary and may be terminated at any time by the serviceman. (See Secs. 460-10, Dependents Eligible Under Servicemen's Dependents Allowance Act, and 460-50, Termination of Family Allowances.) Applicants and recipients shall not be required to request such allowances as a condition to the granting of aid. (W&IC 2140; SDAA)

171-40 (Continued)

171-40

The parent may emancipate the minor as to the entire earnings or income of the minor and yet retain full parental control of the minor in all other respects; in which event, the minor would have the same financial responsibility towards the parent as any adult child, but no more.

Emancipation may be either expressed or implied; that is, it may be expressed in writing or orally, or by the actions of the parent and child.

In determining the fact of emancipation, the reason for such emancipation must be ascertained and if it appears that the emancipation was made for the purpose of qualifying a member of the family for public assistance or for a greater amount of public assistance than that to which they would otherwise be entitled, such emancipation shall be considered ineffectual for the purpose of public assistance.

The right of emancipation can be exercised only by the parent.

For the purpose of determining the cause of such emancipation, the following factors shall be weighed and determinations made:

1. There is a presumption that a child living under the parental roof is not emancipated, and, in order to establish emancipation in such instance, clear and convincing evidence sufficient to refute the presumption must be presented. Such evidence may be that emancipation was made at a time prior to any consideration on the family's part of applying for public assistance; that the need of public assistance was due entirely to factors other than the emancipation of the child.
2. The child not living under the parental roof shall, on the declaration of the parents, be considered to be emancipated if such child is, in fact, using his earnings and income for his own support. This presumption of emancipation may be refuted by clear and convincing evidence that such parent has not emancipated the child and is, in fact, appropriating any portion of the child's earnings or income.

Example: If the child has been permitted by the parent to retain his earnings without an accounting to the parent, such child would be deemed emancipated in respect to his earnings.

To assist in determining emancipation, the following should be ascertained:

Did child obtain job through own efforts or was job obtained by parent?

(Section Continued on Next Page)

171-55 DEFINITION OF NET INCOME UNDER RESPONSIBLE RELATIVES' SCALE
OAS

171-55

Net income is the amount which remains after subtracting expenses necessary for obtaining the income. The following factors shall be considered in determining the net income of each relative:

a. Salary or Wages:

Among the necessary expenses may be union dues, if paid, the cost of tools or equipment, including uniforms which must be purchased because of the employment, transportation expenses to and from the job, and the cost of meals necessarily purchased away from home due to the employment. Deduction shall not be made for social security taxes, other insurance or retirement deductions (whether voluntary or involuntary), personal income withholding taxes, or stock or bond deductions of any kind.

b. Commercial enterprise, such as business or farm operations:

Normal expenses of operating business, including overhead, represent deductible items in determining net income. Expense which is necessary to maintain a business on an operating basis and to preserve the capital investment is given consideration in determining net income. Necessary business and operating expenses which are past due and unpaid represent an obligation of the business to be recognized in determining net income from a business.

In the case of farm operation, for example, the cost of taxes, interest, and principal payments on encumbrances, and depreciation on equipment, shall be considered. When an automobile or other motor vehicle is maintained for the business, reasonable expense for its operation shall be deducted in determining net income.

c. Commissions:

Overhead and operating expenses are considered in determining net earnings derived from commissions. This includes such items as the maintenance and operation of an automobile used in connection with the business, office rent, telephone, stationery, etc.

Living expenses shall not be deducted when determining net income. (W&IC

2140, 2181)

171-50 RELATIVES' CONTRIBUTION SCALE

171-50

OAS

The Relatives' Contribution Scale sets forth the maximum degree of liability for support of applicants for, or recipients of, aid according to the relative's net income and number of dependents. The county board of supervisors shall fix the relative's liability at the amount specified by the scale or at an amount less than that specified by the scale, if warranted by the financial circumstances of the responsible relative. The Relatives' Contribution Scale is not applicable to the spouse of an applicant or recipient when the spouse's income represents the community income of the couple. (See Sec. 153-80, Division of Income with Spouse.)

A. Net monthly income of responsible relatives in one family	B. Number of persons dependent upon income									10 and over
	1	2	3	4	5	6	7	8	9	
C. Maximum required monthly contribution										over
Under 155----	0	0	0	0	0	0	0	0	0	0
155 to 174----	5	0	0	0	0	0	0	0	0	0
175 to 194----	10	0	0	0	0	0	0	0	0	0
195 to 214----	15	0	0	0	0	0	0	0	0	0
215 to 234----	20	0	0	0	0	0	0	0	0	0
235 to 254----	25	5	0	0	0	0	0	0	0	0
255 to 274----	30	10	0	0	0	0	0	0	0	0
275 to 294----	35	15	5	0	0	0	0	0	0	0
295 to 314----	40	20	10	5	0	0	0	0	0	0
315 to 334----	45	25	15	10	0	0	0	0	0	0
335 to 354----	50	30	20	15	5	0	0	0	0	0
355 to 374----	55	35	25	20	10	5	0	0	0	0
375 to 394----	60	40	30	25	15	10	0	0	0	0
395 to 414----	65	45	35	30	20	15	5	0	0	0
415 to 434----	70	50	40	35	25	20	10	0	0	0
435 to 454----	75	55	45	40	30	25	15	5	0	0
455 to 474----	80	60	50	45	35	30	20	10	0	0
475 to 494----	85	65	55	50	40	35	25	15	5	0
495 to 514----	90	70	60	55	45	40	30	20	10	0
515 to 534----	95	75	65	60	50	45	35	25	15	5
535 to 554----	100	80	70	65	55	50	40	30	20	10
555 to 574----	100	85	75	70	60	55	45	35	25	15
575 to 594----	100	90	80	75	65	60	50	40	30	20
595 to 614----	100	95	85	80	70	65	55	45	35	25
615 to 634----	100	100	90	85	75	70	60	50	40	30
635 to 654----	100	100	95	90	80	75	65	55	45	35
655 to 674----	100	100	100	95	85	80	70	60	50	40
675 to 694----	100	100	100	100	90	85	75	65	55	45
695 to 714----	100	100	100	100	95	90	80	70	60	50
715 to 734----	100	100	100	100	100	95	85	75	65	55
735 to 754----	100	100	100	100	100	100	90	80	70	60
755 to 774----	100	100	100	100	100	100	95	85	75	65
775 to 794----	100	100	100	100	100	100	100	90	80	70
795 to 814----	100	100	100	100	100	100	100	95	85	75
815 to 834----	100	100	100	100	100	100	100	100	90	80
835 to 854----	100	100	100	100	100	100	100	100	95	85
855 to 874----	100	100	100	100	100	100	100	100	100	90
875 to 894----	100	100	100	100	100	100	100	100	100	95
895 to 914 and up	100	100	100	100	100	100	100	100	100	100

(W&IC 2131; AGO NS5164)

171-70 INVESTIGATION OF RESPONSIBLE RELATIVE WITHIN STATE
OAS

171-70

The county shall determine whether there is, within the state, a spouse or adult child pecuniarily able to contribute to the support of the applicant or recipient. The county shall request such spouse or child to file a sworn statement indicating whether he is in fact contributing and will contribute to the support of the applicant or recipient, and stating his net income and additional information necessary to determine his degree of liability. (See Sec. 234-00, Statement of Responsible Relatives of Applicant.)

The sworn statement on Form Ag 225 (Statement of Responsible Relatives) of a responsible relative living within the state may indicate financial ability to contribute in accordance with Relatives' Contribution Scale or, if unusual circumstances exist, in a lesser amount.

If Form Ag 225 indicates that the responsible relative contributes or will contribute an amount equal to or greater than his apparent liability, no further inquiry shall be made into the relative's financial circumstances. The county shall recommend to the board of supervisors the amount of his liability under the scale. However, if the county has reason to believe that the relative's statement of financial circumstances is not complete and accurate, the county shall exercise reasonable diligence in investigating further the financial circumstances of the relative.

If Form Ag 225 indicates that the responsible relative contributes or will contribute an amount less than his apparent liability or if the relative appears liable but is not willing to make a contribution, the county shall notify the responsible relative of the amount he appears able to contribute. The county shall advise the responsible relative that if he believes himself unable to contribute the amount specified, he shall have a reasonable time set by the county and not to exceed 60 days from the date of the notification, to present to the county additional information regarding circumstances which he believes should be given consideration. Additional information presented shall be included in the case record.

If the responsible relative submits additional information, the county shall consider the information in determining whether, and for what amount, the relative appears liable. If the relative appears liable, the county shall recommend the amount of the apparent liability to the board of supervisors not later than the first month following the end of the 60-day period after the notification to the responsible relative.

If, after considering the additional facts presented by the relative, it appears that the relative has no liability, the facts supporting this conclusion shall be reported in the case record, and the name of the relative need not be submitted to the board of supervisors for a finding of liability. (W&IC 2140, 2181, 2224)

**171-60 LIABILITY OF SPOUSE
OAS****171-60**

When a spouse of the applicant or recipient has separate income (as distinguished from community income), such spouse's degree of legal responsibility for support, for which recovery action can be initiated, shall be measured by the scale. Separate income is that received from real or personal property representing the separate property of the owner. It also includes income resulting from employment or military service rendered prior to the present marriage, such as civil and military pensions, except that if the marriage took place during the period the service was rendered the income shall be considered community income.

When spouses enter into an agreement, either oral or written, whereby the applicant or recipient relinquishes his interest in the spouse's earnings, the income of the spouse shall be considered separate income from the date such agreement was made. In the event it is determined that the agreement was made for the purpose of qualifying for aid or for a greater amount of aid, the income from the spouse's earnings shall be treated as the community income of the couple. (See Sec. 153-80, Division of Income with Spouse)

The extent to which the recipient or applicant is actually in receipt of assistance, either in cash or in kind, from a spouse whose income is separate income, shall be determined on the basis of the contribution actually received. (WIC 2140, 2181)

**171-65 LIABILITY OF ADULT CHILD
OAS****171-65**

An adult child's maximum liability for two living parents is the same as for one parent.

The degree of legal responsibility for which recovery action may be initiated for an adult child living in the home of the applicant or recipient shall be measured according to the scale in the same manner as though he were not in the home. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

A married daughter shall not be required to make contributions unless she has separate income in an amount indicating some liability under the scale. When the responsible relative is a married daughter and there is no agreement between the couple whereby the wife is permitted to retain her earnings as her separate property, the earnings of the wife represent the income of the husband since they are under his management and control. Under these circumstances the daughter's liability is removed and she is considered a dependent of her husband. Thus when the responsible relative is a married daughter and the only income is community income of the couple, the daughter is not liable. (WIC 2140, 2181, 2224; AGO NS863)

171-90 ACTION AGAINST RESPONSIBLE RELATIVES WHO REFUSED
TO CONTRIBUTE TO THE EXTENT OF THE LIABILITY ESTABLISHED
BY THE COUNTY BOARD OF SUPERVISORS
OAS

171-90

If the person receiving aid has within the state a spouse or adult child pecuniarily able to support said person but who is not supporting or contributing to the extent of his ability as determined by the Relatives' Contribution Scale (or the lesser amount which the board of supervisors deems justifiable in unusual cases), the board of supervisors shall request the district attorney or other civil legal officer of the county granting aid to proceed against such relatives in the order of their responsibility to support. Upon such demand, the district attorney or other legal officer shall, on behalf of the county, maintain an action against the relative in the Superior Court of the county granting aid. Such action shall be for the purpose of recovering such portion of the aid granted as the relative is able to pay and to secure an order requiring the payment of any sums which may become due in the future for which the relative may be liable. If the district attorney or other civil officer of the county determines for any reason that an action should not be brought, a report of his findings and the reason therefor shall be made to the board of supervisors of the county.

The responsible relative shall be held liable to reimburse the county for such portion of the aid advanced to the recipient of OAS as he is able to pay, but only from the date the board of supervisors makes a finding as to liability of the particular relative and provided the relative has failed to contribute in accord with that liability. The board of supervisors' finding as to a relative's liability shall not retroact to apply to a period prior to the date on which the board of supervisors made a finding of liability on the part of the relative.
(W&IC 2224)

See Secs. 152-50, Contributions from Legally Responsible Relatives as Income, and 152-60, Offer of Support as Income.

172-05 INVESTIGATION OF RESPONSIBLE RELATIVES WITHIN STATE

172-05

ANB, APSB

The county shall determine the pecuniary ability of all legally responsible relatives (spouse, parent, or adult children) to assist the applicant or recipient, either by taking into consideration all aspects of the relatives' financial circumstances or by application of the Relatives' Contribution Scale to the net income of the relative. (See Sec. 171-50, Relatives Contribution Scale.) (W&IC 3082, 3460)

(Section Continued on Next Page)

171-75 FINDING OF LIABILITY NOT NECESSARY IN CERTAIN CASES**171-75****OAS**

When the whereabouts of a responsible relative is not known, or the information submitted on the relative's sworn statement, Form Ag 225, or information from other sources indicates no ability to support, there can be no finding of liability. The county record must show the information which led to the conclusion that the relative had no liability for support. (In most instances this will be Form Ag 225, filed by the relative). The name of such relative need not be submitted to the board of supervisors for a finding of liability. (W&IC 2140, 2181, 2224)

171-80 FINDING OF LIABILITY BY BOARD OF SUPERVISORS AND NOTIFICATION TO RELATIVES**171-80****OAS**

The county board of supervisors shall set the amount for which the responsible relative is liable. The effective date of the liability shall not retroact to a date prior to the date on which the board of supervisors makes the finding of liability.

Each relative for whom the board of supervisors has fixed a degree of liability shall be forwarded a completed Form Ag 246, Notification of Board of Supervisors' Finding of Liability of Responsible Relatives, showing the action of the board of supervisors. Form Ag 246 or an approved alternative form is to be used in all cases, except that the Form Ag M519 may be used for cases in which the relative's contribution is equal to or greater than his liability under the Responsible Relative's Scale or his liability established by the county board of supervisors. A completed copy of the notification shall be retained in the case record. (W&IC 2140, 2181; AGO NS5145)

171-85 CHANGE IN LIABILITY**171-85****OAS**

A current recommendation to the board of supervisors as to a relative's degree of liability may be made at any time the facts regarding the relative's ability to contribute become known to the county welfare department. However, the finding of liability on current cases may not be delayed beyond the reinvestigation of eligibility as provided in Sec. 351-00, Responsibility for Reinvestigation.

Subsequent to the fixing of liability by the board of supervisors the relative may report that he has lost his employment or that his circumstances have otherwise changed in such manner as to effect his degree of liability for support. In such cases, the county welfare department shall submit to the board of supervisors as soon as administratively possible such further recommendation regarding liability as the facts justify, and the relative shall be notified on Form Ag 246, Ag M519, or approved alternative form (See Sec. 171-80, Finding of Liability by Board of Supervisors and Notification to Relatives) of the board of supervisors' action in amending the degree of liability as previously determined.

(W&IC 2140, 2181, 2224)

172-05 (Continued)

172-05

The following policies are applicable in so far as determination of pecuniary ability of responsible relatives is concerned regardless of the method used to determine such ability.

When a spouse has community income arising from earnings or from past services, (such as workmen's compensation, unemployment insurance or OASI, etc.), as distinguished from separate income, the spouse may retain sufficient of such community income for the support of himself or minor children. After the support of the spouse and minor children is met on an actual expenditure basis, the remainder of the income shall be considered income to the applicant or recipient unless it exceeds the amount retained by the spouse for his support and that of the minor children. In that event any excess shall be equally divided between the two spouses. (AGO NS5164)

The degree of legal responsibility for which recovery action may be initiated for an adult child living in the home of the applicant or recipient shall be determined on the basis of the scale or the facts in each case, after giving due consideration to the needs of the adult child in the same manner as though he were not in the home. An adult child's maximum liability for two living parents is the same as for one parent. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

When the responsible relative is a married daughter and there is no agreement between the couple, whereby the wife is permitted to retain her earnings as her separate property, the earnings of the wife represent the income of the husband since they are under his management and control. Under these circumstances, the daughter's degree of liability is removed and she is considered as a dependent of her husband; thus when the responsible relative is a married daughter and the only income is community income of the couple, the daughter has no legal responsibility on which recovery action may be initiated. (AGO NS863)

Allowances for parents, brothers, sisters and grandchildren of **service-**men are entirely voluntary and may be terminated at any time by the serviceman. (See Secs. 460-10, Dependents Eligible under Servicemen's Dependents Allowance Act, and 460-50, Termination of Family Allowances.) Applicants and recipients shall not be required to request such allotments as a condition to the granting of aid. (SDAA)

(Section Continued on Next Page)

172-05 (Continued)

172-05

The gross amount of an employed person's salary or wages ordinarily represents his net monthly income from that source. Only those expenses which are attributable to the procurement and retention of the income (i.e., required union dues, transportation, etc.) shall be deducted in arriving at net income. Net income from a farm or business is determined by deducting normal operating expense and overhead for the business from the gross income. (AGO NS5187)

When the Relatives' Contribution Scale is used to determine pecuniary ability of the relatives of an applicant or recipient, the maximum degree of liability shall not exceed that amount which is determined on the basis of the scale. When the circumstances warrant, a degree of liability which is less than the amount fixed by the scale may be established. When a spouse of the applicant or recipient has separate income (as distinguished from community income), such spouse's degree of legal responsibility for support, for which recovery action may be initiated, shall be measured by the scale. The extent to which the recipient or applicant is actually in receipt of assistance from such spouse, either in cash or in kind, shall be determined on the basis of the contribution actually received.

When the determination of the pecuniary ability of relatives is made by considering all aspects of the relatives' financial circumstances, rather than by applying the Relatives' Contribution Scale, the following items shall be taken into consideration:

1. Family responsibilities, including adequate support and care of dependents.
2. Expenses connected with employment, such as transportation, or other expenses incident to the retention of such employment.
3. Necessary expense for operation of commercial or agricultural enterprise, including the cost of **livestock**, taxes, interest and principal payments on encumbrances, necessary business and operating expenses which are past due and unpaid representing an obligation against the enterprise, depreciation, expenditures necessary to maintain the capital investment, etc.
4. Legal obligations and contracts already incurred; debts accumulated because of previous periods of unemployment of self or members of the family; medical or dental bills, with special regard for any additional health problems in the family, such as the illness of the husband, wife, or child, together with the need for assistance in the home because of illness.
5. All regular monthly expenditures (including any periodic insurance premium payments) necessary to maintain a healthful and decent standard of living in the community.
6. The particular needs of the spouse when a spouse has separate income, as distinguished from community income.

(Section Continued on Next Page)

State of California

Department of Social Welfare

NOTIFICATION OF BOARD OF SUPERVISORS' FINDING
OF LIABILITY OF RESPONSIBLE RELATIVE

OLD AGE SECURITY

Sacramento

County

To John Brown
1508 C Street
SacramentoCounty No. A 6518
State No. Sac 2244 Ag
District 3

The records of the County Welfare Department show that you are now contributing \$ 10 to the support of Philip Brown.
Name of Applicant or Recipient

It is now necessary under Sections 2181 and 2224 of the Welfare and Institutions Code for the Board of Supervisors to set the amount of your liability for the support of your father. Therefore, according to the figures presented
Mother or Father

by you concerning your circumstances, the Board of Supervisors determined your liability to be \$ 10 a month, effective from March 1, 1948.
Date of Board of Supervisors' Action

This determination is based upon the finding of the Board of Supervisors that your financial circumstances are as follows:

1. Total gross monthly income \$ 280 3. Number of dependents 2
2. Total net monthly income \$ 265 4. Degree of liability as determined
by Relatives' Contribution Scale \$ 10

Remarks, if any: _____

Your contribution now meets the requirements set by the Welfare and Institutions Code. If there is any change in your circumstances or the amount of your contribution, please notify the County Welfare Department.

If you have any questions regarding this notification, please discuss them with the County Welfare Department located at Court House Annex - Sacramento
Address

By action of the Board of Supervisors of
Sacramento County this
1 day of March 19 48

Richard Smith
Signature of County Clerk or Deputy

Form AG M519, June, 1944

172-99 FORMS USED IN NOTIFICATION OF BOARD OF SUPERVISORS' FINDING
OF LIABILITY OF RESPONSIBLE RELATIVES
OAS

172-99

State of California

Department of Social Welfare

NOTIFICATION OF BOARD OF SUPERVISORS' FINDING
OF LIABILITY OF RESPONSIBLE RELATIVE

OLD AGE SECURITY

Sacramento

County

To John Brown
1508 C Street
SacramentoCounty No. A 6518
State No. Sac 2244 Ag
District 3

In accord with the duty imposed by Sections 2181 and 2224 of the Welfare and Institutions Code the liability of John Brown, residing at 1508 C Street, Sacramento, California, is determined

for support of Philip Brown, is determined to be \$ 10 a month, effective from 3-1-48

This determination is based upon the finding of the Board of Supervisors that your financial circumstances are as follows:

- | | |
|--------------------------------------|---|
| 1. Total gross monthly income \$ 280 | Number of dependents 2 |
| 2. Total net monthly income \$ 265 | Degree of liability as determined by Relatives' Contribution Scale \$10 |

REMARKS: (Include explanation for any modification in degree of liability as determined by the scale)

If you do not contribute henceforth in accordance with the above-specified amount it will be necessary to request the district attorney or other civil legal officer to proceed against you in the order of your responsibility to support.

If you have questions regarding this notification you should discuss them with the county welfare department located at Court House Annex - Sacramento

By action of the Board of Supervisors of
Sacramento County this
1 day of March 1948

Richard Smith
Signature of County Clerk or Deputy

Form AG 246--March, 1944

(Section Continued on Next Page)

195-00 (Continued)

195-00

GAINFUL WORK (EMPLOYMENT)

When the physician reports that the father may safely undertake employment, it is the responsibility of the county to determine whether the work he can undertake, as reported by the physician, is gainful employment. (SEE SEC. 195-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON TUBERCULOUS FATHER (TBF), FORM CA 242.)

A. Definition of Gainful Work

Except as provided under the trial work period or a retraining (rehabilitation) plan (see discussion under these headings below) a father is considered to be gainfully employed if he earns for more than two consecutive months an amount to exceed his total needs, including his pro-rated share of rent, utilities, and household expenses if living in the home. (See "Establishment of Eligibility" above.)

There will be instances wherein the tuberculous father is assisted by members of his family in carrying on or developing a project such as raising chickens, or milk goats, or similar undertaking, and the medical report indicates the father is not able to undertake gainful work. Net profits from such cooperative endeavor are considered income to the family budget unit and need not be taken into consideration in determining whether the tuberculous father is gainfully employed.

B. Determination of Gainful Work

The county shall determine whether the work the father can undertake, if any, is gainful employment by determining the amount of earnings on the basis of the prevailing wage for the type of work and the number of hours of work the father is able to do as reported by the physician. The local USES may be consulted for types of work and prevailing wages. (SEE SEC. 195-05, INSTRUCTIONS FOR COMPLETION OF REPORT ON TUBERCULOUS FATHER (TBF), FORM CA 242, FOR FURTHER EXPLANATION.)

(Section Continued on Next Page)

195-00 CLASSIFICATION OF CHILD OF TUBERCULOUS FATHER (TBF)

195-00

ANC

- I. A child shall be considered eligible under the classification of a child of a tuberculous father when the father is not gainfully employed;

AND:

- A. The signed statement of a licensed physician establishes that the father has pulmonary tuberculosis or any other type of tuberculosis and that the father should refrain from employment;

OR:

- B. 1. The signed statement of a licensed physician establishes that the father has pulmonary tuberculosis or any other type of tuberculosis;

AND:

2. The physician specifies the number of hours of work which his condition permits;

AND:

3. The county has determined that this number of hours does not constitute gainful employment.

- II. Except as provided below under Plan for Rehabilitation, a child shall be considered ineligible under this classification when the father is able to undertake gainful employment as determined in accord with the instructions and coding set forth on Form CA 242, Items C & D.

- III. The term "physician", when used in connection with the establishment of ANC under the TBF classification, relates to a doctor who is licensed as a physician and surgeon under Chapter 5, Division II of the Business and Professions Code. (This relates to physicians possessing M. D. degrees and those possessing D. O. degrees, who have a physician's and surgeon's certificate.)

ESTABLISHMENT OF ELIGIBILITY

A completed Form CA 242, Report on Tuberculous Father, shall be a part of the county record in establishing eligibility under the TBF classification. Classification eligibility shall be considered established as of the first of the month in which the physician's examination was made as shown on the Form CA 242.

- A. When the father is in a sanitarium or a hospital, the county shall request notification when the patient leaves. The county shall be responsible for establishing continued eligibility.
- B. When the father is not in a sanitarium or a hospital, continued eligibility shall be established by a follow-up report from a physician on Form CA 242 at intervals of six months or at intervals specified by the physician. (Section Continued on Next Page)

196-00 (Continued)

196-00

may be established by a completed Form CA 240 signed by a physician who certified as to eligibility on the basis of a review of the medical information obtained from the Veterans Administration or by a completed Form CA 240 signed by a physician who has made the examination of the incapacitated father. (See Sec. 196-05, Instructions for Completion of Report on Incapacitated Father (CIF), Form CA 240.)

Under the regulations governing the Veterans Administration Facility, the medical staff of these hospitals are not permitted to make statements in regard to degree or permanence of incapacity. However, the medical report will be released by the Veterans Administration to the county welfare department or physician on receipt of a signed consent of the veteran.

GAINFUL WORK (EMPLOYMENT) UNDER CIF CLASSIFICATION

When the physician reports that the father may safely undertake employment, it is the responsibility of the county to determine whether the work he can undertake, as reported by the physician, is gainful employment. (See Sec. 196-05, Instructions for Completion of Report on Incapacitated Father (CIF), Form CA 240.)

A. Definition of Gainful Work

Except as provided under the trial work period or a retraining (rehabilitation) plan, (see discussion under these headings below) a father is considered to be gainfully employed if he earns for more than two consecutive months an amount to exceed his total needs, including his pro-rated share of rent, utilities, and household expenses if living in the home. (See "Establishment of Eligibility Under CIF Classification" above.)

(Section Continued on Next Page)

196-00 CLASSIFICATION OF CHILD OF INCAPACITATED FATHER (CIF)
ANC

196-00

DEFINITION

A child shall be considered eligible under the classification of child of incapacitated father (CIF) when

The licensed physician's statement establishes that the father has a permanent physical disability and at the time of this determination

- a. The father is unable to engage in any occupation, or
- b. The number of hours of work which the father's physical condition permits as determined by the physician does not constitute gainful employment. (See Sec. 196-05, Instructions for Completion of Report on Incapacitated Father (CIF), Form CA 240.)

The term physician, when used in connection with the establishment of ANC under the CIF classification, relates to a doctor who is licensed as a physician and surgeon under Chapter 5, Division II of the Business and Professions Code. (This relates to physicians possessing M. D. degrees and those possessing D. O. degrees, who have a physician's and surgeon's certificate.)

ESTABLISHMENT OF ELIGIBILITY UNDER CIF CLASSIFICATION

A completed Form CA 240, Report on Incapacitated Father (CIF) shall be a part of the county record in establishing eligibility under the CIF classification. Classification eligibility shall be considered established as of the first of the month in which the physician's examination was made, as shown on the Form CA 240.

If the incapacitated father is receiving domiciliary care, or is currently under treatment of the Veterans Administration Facility, eligibility to ANC

(Section Continued on Next Page)

196-00 (Continued)

196-00

PLAN FOR REHABILITATION UNDER CIF CLASSIFICATION

It may be found desirable for the father to be trained for some type of work. Even though the physician finds the father able to undertake gainful employment, ANC may be granted for his children while this determination is being made and until the father's training has been completed. If an incapacitated father receives remuneration during the period of retraining under an established vocational rehabilitation training program, ANC shall be granted during such retraining period, except for those months in which the father's actual earnings, together with other income, may exceed the total budgetary needs of the family.

RESTORATION OF AID IN CIF CLASSIFICATION

When aid has been discontinued because an incapacitated father is gainfully employed, and aid is restored within 12 months from the date of the last medical report, a new report on Form CA 240 (Report on Incapacitated Father) need not be obtained if the case record contains supporting evidence of eligibility subsequent to discontinuance in the form either of an oral or of a written statement from the examining physician.

ANNUAL REINVESTIGATION UNDER CIF CLASSIFICATION

Aid may not continue beyond the due date of the annual reinvestigation without a physician's report establishing continuing eligibility with the following exceptions:

1. When unsettled conditions in a foreign country make it difficult to secure medical reports on the incapacitated father, aid may be continued beyond the due date of the annual reinvestigation without the required medical form when the disability may reasonably be expected still to exist.

Example A: The case record contains medical reports and other evidence showing the father has a serious heart condition and he has been declared permanently incapacitated. Letter from the father or relatives to his family indicate his condition has not improved and activity continues to be limited. Under such circumstances it may reasonably be expected that his disability still exists.

(Section Continued on Next Page)

196-00 (Continued)

196-00

There will be instances wherein the incapacitated father is assisted by members of his family in carrying on or developing a project such as raising chickens, or milk goats, or similar undertaking, and the medical report indicates the father is not able to undertake gainful work. Net profits from such cooperative endeavor are considered income to the family budget unit and need not be taken into consideration in determining whether the incapacitated father is gainfully employed.

B. Determination of Gainful Work

The county shall determine whether the work the father can undertake, if any, is gainful employment by determining the amount of earnings on the basis of the prevailing wage for the type of work and the number of hours of work the father is able to do as reported by the physician. (See Sec. 196-05, Instructions for Completion of Report on Incapacitated Father (CIF), Form CA 240.)

When the father is reported by the physician to be physically able to work and he is not actually working, the estimated potential earnings, established by the worker, shall be used in determining ability to undertake gainful employment.

EARNINGS OF FATHER UNDER CIF CLASSIFICATION

If the earnings of an incapacitated father exceed his budgetary needs including his prorated share of overhead expenses for two consecutive months, the ANC grant shall be suspended for the third month until verification of earnings for that month have been made. If the earnings for the third month exceed the father's share of the budget, ineligibility exists and aid for that month is cancelled. If the earnings of the incapacitated father do not exceed his share of the budget in the third month, eligibility exists and aid for that month is paid in an amount to meet the budgetary deficiency.

TRIAL WORK PERIOD UNDER CIF CLASSIFICATION

In cases where the examining physician is unable to determine whether or not work would be harmful to the father, he may recommend in writing a trial work period in order to make such determination. ANC shall be granted during such trial work period except for those months in which the father's actual earnings, together with other income, may exceed the total budgetary needs of the family. The trial work period begins at the time the patient secures a suitable type of employment as prescribed by the physician and shall not exceed 90 days without further recommendation from the physician for such extension.

(Section Continued on Next Page)

215-00 (Continued)

215-00

To effect this automatic restoration when aid is discontinued because of confinement in a public institution two Forms Ag, Bl, or CA 232 shall be approved on the case. One form orders discontinuance effective as of the last day of the month in which the recipient or the child in ANC is admitted to the institution, or in the case of temporary medical or surgical care, as of the end of the month in which the eligibility period is completed. The second form orders restoration with no date specified. Upon release of the recipient or the child in ANC from the institution the second Form Ag, Bl, CA 232 is completed showing the date of release, and immediately submitted to the SDSW. A warrant is then issued for the balance of the month during which the recipient, or the child in ANC, was not an inmate and claim made on the current monthly payroll. (SEE SEC. 627-40, PARTIAL MONTH CLAIMS-COMPUTATION OF TOTAL AMOUNTS) (W&IC 1560, 2140 2160.6, 3044, 3075, 3444, 3460)

In ANC the automatic restoration procedure described in the preceding paragraphs shall be used when aid has been discontinued because a child has been confined in a detention home or other public institution or has been temporarily placed in a free home and that home is no longer available. (W&IC 1560)

215-00 RESTORATION OF AID
OAS, ANB, APSB, ANC

215-00

Restoration is the granting of aid to a former recipient of the same aid in OAS, ANB, APSB, or on behalf of the same child or children in ANC, after discontinuance of aid by the same county for less than 12 months. (For exception in ANC see Sec. 201-25, When Application to be Taken.) Recommendation for a restoration is submitted to the board of supervisors and the SDSW on a Notice of Change (Form Ag, Bl, CA 232). This shall give in full the reason for restoration of aid. (SEE SECS. 230-95, INVESTIGATION OF REQUEST FOR RESTORATION AFTER DISCONTINUANCE, 361-20, INVESTIGATION, PRELIMINARY TO RESTORATION, 362-30, REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE AND, 363-05, RECORDING ON TOP OF FORM AND SEC. 1 OF NOTICE OF CHANGE, ANC, AND 611-55, BEGINNING DATE OF AID--RESTORATION.)

In OAS and ANC when restoration is requested the former recipient's signed statement on a new application form (Form Ag, CA 200) is not required. However in OAS if the former recipient's aid was discontinued because of employment and request for restoration is made, such request shall be in writing. (SEE SEC. 215-05, APPLICATION OR RESTORATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT.)

In ANB and APSB when a former recipient, whose aid was discontinued for any reason, requests restoration of aid within twelve months of the date of discontinuance, no new application shall be taken. If the request for restoration is made in person, a written statement containing such request shall be signed by the former recipient and the date of the request indicated. If the request is made by letter, the postmark shall be considered the date on which the request is signed. Exception: No signed request for restoration is required when the automatic restoration procedure described in this section is used or when adjustment for overpayment of aid requires discontinuance for one month for an otherwise eligible recipient. (SEE SEC. 361-50, DISCONTINUANCE OF AID.)

When request for restoration has been made the eligibility of the former recipient shall be investigated. (SEE SECS. 230-95, INVESTIGATION OF REQUEST FOR RESTORATION AFTER DISCONTINUANCE, AND 361-20, INVESTIGATION PRELIMINARY TO RESTORATION.) (W&IC 1560, 2140, 3075, 3078.3, 3460, 3475)

When aid is restored the beginning date of the aid is governed by the code provision for the specific category of aid. (SEE SEC. 611-55, BEGINNING DATE OF AID--RESTORATIONS.)

Whenever aid is discontinued due to the confinement of an OAS, ANB, or APSB recipient or of a child receiving ANC in any public institution, the board of supervisors in its order discontinuing aid may provide that aid be restored without further order of the board of supervisors when the person ceases to be an inmate of the institution. (SEE SECS. 164-10, ELIGIBILITY DURING HOSPITALIZATION, AND 610-60, PAYMENT TO INMATE OF PUBLIC INSTITUTION.)

(Section Continued on Next Page)

234-00 (Continued)

234-00

When Form Ag 225 has not been returned within the time above specified, or the relative has failed to return the Form Bl 225 requested of him by the time all other items of eligibility have been established, the county record shall show the further effort to secure it. This may include:

1. A follow-up letter to the responsible relative. When the letter to the responsible relative is returned because of incorrect address, effort should be made to secure the correct address from the applicant or through other available sources.
2. Interview with the applicant to determine if he can secure the responsible relative's cooperation in completing Forms Ag, Bl 225. When interview reveals he cannot secure this cooperation, this information should be recorded in the county case record.
3. Interview with the responsible relative if possible.

When the county is unable to secure information concerning the amount of contribution, if any, or regarding the pecuniary ability of the responsible relative to support, the applicant shall be interviewed on the following points:

1. Amount of contribution now received from the responsible relative.
2. His knowledge, if any, regarding the financial status of the responsible relative.
3. Date of applicant's last contact with responsible relative.
4. Pertinent information concerning family relationships; or attitudes that may prevent county from securing information from responsible relative concerning his pecuniary ability to support.

All efforts made or procedures followed in determining pecuniary ability of responsible relatives or in securing support from responsible relatives shall be recorded in the county case record.

In OAS, when it appears that a relative is financially able to contribute, the fact shall be referred to the board of supervisors for a finding of liability. For procedure in determining liability of responsible relative to contribute see Sec. 171-70, Investigation of Responsible Relative within State, OAS.

See Sec. 172-15, Determination Regarding Contributions from Out-of-State Responsible Relatives, for procedure covering investigation of out-of-state relatives. (WIC 2140, 2224, 3075, 3088, 3088.1, 3460, 3474, 3474.1)

234-00 (Continued)

234-00

determine whether there is ability to support; (4) to serve as a guide when the district attorney or other civil legal officer of the county is requested to recover a portion or all of the aid granted. It may be used to verify changes in the contribution as reported by the applicant or relative from time to time.

Inquiry shall be made of all responsible relatives living within the state, except any such relatives who are receiving public assistance, concerning their ability to contribute to the support of the applicant. In OAS use of Form Ag 225 is mandatory in this process. In ANB and APSB the use of Form Bl 225 is not mandatory. When a personal interview is substituted for Form Bl 225, the interview shall cover the points set forth on the form. (See Secs. 172-05, Investigation of Responsible Relatives Within State, ANB, APSB; and 172-15, Determination Regarding Contributions from Out-of-State Responsible Relatives.)

The county may mail Form Ag, Bl 225 to the relative or the relative may be requested to complete it during an interview. To facilitate return of the statement to the proper county office, the county should complete the first section of Form Ag, Bl 225, including the name and address of the county welfare department and the name of the applicant, before the form is forwarded to the relative. After completion by the relative, the signature shall be acknowledged by a properly qualified official.

If the relative has not returned his sworn statement by the time all other items of eligibility have been established and the applicant has furnished evidence that he is not receiving support from the relative in question, appropriate action shall be taken on the application by the board of supervisors without further delay.

In OAS, if the Form Ag 225, Statement of Responsible Relative, is not returned within six months from the date the board of supervisors acted upon the application, and the county is unable to obtain the necessary information concerning the relative's financial condition from other sources; i.e., credit reports, etc., report shall be made to the board of supervisors. The board of supervisors shall refer the matter to the proper legal officer for appropriate action. Record must be made in the case history of the referral to the board of supervisors and of the board of supervisors' referral to the legal officer. When the Form Ag 225 is received by the county as result of such action, it shall be reviewed, and if the financial circumstances of the relative indicate ability to support, the procedure outlined in Sec. 171-70, Investigation of Responsible Relative Within State, shall govern.

In OAS it shall be the responsibility of the relative to return his sworn statement within 10 days if he is living within the county or within 30 days if living elsewhere in the state.

(Section Continued on Next Page)

235-00 (Continued)

235-00

The physician shall complete Physician's Report on Eye Examination (Form Bl 227) in every detail, and submit it to the county in duplicate. As it is a permanent record it shall be prepared in ink or typewritten. Reports which are incomplete or ambiguous are returned to the examining physician by the SDSW with a letter (copy of which goes to the county) listing the specific information or action needed. The physician should initial and date all additions or corrections made on the report and return it to the SDSW for review by the State Ophthalmologist.

The physician shall report definite measurements of visual acuity. Definite figures and descriptions are required on both eyes as indicated on The Physicians Report of Eye Examination (Form Bl 227). Check marks and such symbols as "nil", "o", etc., are not acceptable. The physician does not certify that the applicant or recipient is or is not blind. The Wasserman test (Item 19) is not required but is desirable in view of the widespread fight against syphilis, and the results of such an examination, when available, shall be reported.

Two copies of the completed Form Bl 227, one of which shall be the original or certified copy, shall be sent to the SDSW for review by the State Ophthalmologist, either prior to action by the board of supervisors or with the Application (Form Bl 200), and Certificate of Verification of Eligibility (Form Bl 201). (See Sec. 180-20, Review of Eye Examination Reports.) The original or certified copy of the Form Bl 227 is retained by the SDSW and the copy is returned to the county for its record.

When the Form Bl 227 shows that the applicant's vision is sufficiently impaired to come within the definition of blindness, the State Ophthalmologist indicates on the form that the facts as reported show this. The Notification to County of Necessity for Reexamination (Form Bl M515) is completed by the State Ophthalmologist and attached to every accepted report to advise the county if and when further examination is required. This advice is based upon information submitted on Form Bl 227. (See Sec. 180-50, Reexamination of Eyes to Determine Continued Eligibility.)

When Form Bl 227 shows that the applicant does not come within the definition of blindness under which aid is allowed, the Notification to County of Action on Physician's Report (Form Bl M506) is sent to the county. This indicates that Form Bl 227 has been reviewed by the State Ophthalmologist and that the facts contained therein do not show that the visual impairment of the applicant is sufficient to come within the definition of blindness adopted in California.

The maximum fee for each eye examination which is considered proper administrative expense is \$10. In ANB such expense is subject to 50 per cent reimbursement. (See Secs. 645-02, Expenditures for Purposes of Administration, and 645-31, Expenditures for Eye Examination.) The cost of such eye examination shall be paid by the county and no applicant or recipient shall be required to pay any part of the cost of an eye examination as required by the SDSW in connection with the application for or continued receipt of aid.

For procedure for reexamination of the eyes see Sec. 180-50.

(W&IC 3075,

3083.1, 3460, 3462.1)

**234-05 RELATIVES ABILITY TO SUPPORT
ANC**

234-05

The ability of the parent or parents to support a child for whom aid is requested, or is being paid, is determined by verification of parents' financial situation. When the parent is not living in the home with child, the parent's ability to support shall be ascertained by verifying his income and determining his living expenses. The amount and frequency of actual contribution made by parent toward child's support shall be verified by interview or correspondence with the parent and the person caring for the child.

When a child lives in the home of non-responsible relatives, the amount of aid requested by the relative for the child is considered in determining the amount of the grant. Evidence in the case record shall show that the financial situation of the relative is such as to assure that the grant of aid will be used entirely for the care of the child. The willingness of the relative to make a contribution in the form of shelter, clothing, etc., shall be determined. Such contribution is voluntary and cannot be required, regardless of the non-responsible relative's resources. Non-responsible relatives with whom the child is not living may be interviewed as they may be a social resource. (WIC 1550)

**234-25 PURPOSE OF VERIFICATION OF DIVORCE
OAS, ANB, APSB, ANC**

234-25

In ANC if there has been a divorce and both parents are living, the award of custody in the divorce decree shall be verified in order to determine residence of the children. (See Sec. 122-10, Determination of County Residence)

In determining parentage it is sometimes necessary to verify divorce in order to establish dissolution of a previous marriage. (See Sec. 191-10, Determination of Parentage.)

In OAS, ANB, and APSB, when determining the real property holdings of the applicant who declares that he has been divorced from his last spouse, it is necessary to establish that the final decree of divorce has been issued.

Divorce may be verified by review of the official records of the court in which it was granted; by a letter from the court giving the required information, or by review of documents in the applicant's possession. (WIC 15 60, 2140, 3075, 3460)

**235-00 PHYSICIAN'S REPORTS OF EYE EXAMINATION
ANB, APSB**

235-00

Responsibility for securing a physician's report as required in Sec. 180-15, Determination of Degree of Blindness, rests with the county. The applicant or recipient shall have the privilege of selecting a duly licensed and practicing physician skilled in diseases of the eye from the list of physicians compiled by the SDSW. However, when other qualified examiners are available, it is desirable that reexamination of the eyes of an applicant or recipient not be made by the same examiner who has previously filed a report of eye examination for the individual.

(Section Continued on Next Page)

325-00 PROVISIONS OF W. & I. CODE REGARDING FAIR HEARING

325-00

Old Age Security	Aid to Needy Blind Aid to Partially Self-Supporting Blind Residents	Aid to Needy Children
<p>The board of supervisors shall immediately notify the applicant in writing of its decision, and that he may, upon application to the board within 30 days, appear before the board at a time to be fixed by the board, and show cause why the action of the board is not satisfactory. The hearing shall be held within 30 days from the time of application for hearing. Upon good cause shown, the board may reconsider its previous action, and take whatever action the board deems proper upon the application. The decision of the board confirming or reconsidering its previous action shall be rendered within 15 days after the hearing.</p> <p>The right of hearing by the board of supervisors is intended as an alternative to direct appeal to the SSWB, and an applicant who has applied for hearing before the board of supervisors shall not appeal to the SSWB until the decision of the board of supervisors has been rendered. After the decision of the board of supervisors has been rendered, the applicant may appeal therefrom to the SSWB. An applicant who does not apply for hearing before the board of supervisors may appeal directly to the SSWB. (W&IC 2181.1)</p> <p>If any applicant or recipient is dissatisfied with the action of the board of supervisors, without the necessity of filing a claim with the board of supervisors he shall, upon filing a petition with the SDSW have the right of appeal and shall be accorded an opportunity for a fair hearing. The SDSW shall set such appeal for hearing before the SSWB and shall give all parties concerned written notice of the time and place of such hearing. At such, hearing the applicant or recipient may appear in person, with counsel of his own choosing, or in person and without such counsel.</p> <p>The SSWB shall consider the appeal, and shall dismiss the appeal or award aid as prescribed in the OAS law. The county shall then pay to such aged person, without the necessity of his establishing a present need, the sum, if any, awarded by the SSWB to commence from the date the applicant was first entitled thereto.</p>	<p>If any applicant or recipient is dissatisfied with the action of the county with respect to his application or receipt of aid, he shall upon filing a petition with the SDSW have the right of appeal and shall be accorded an opportunity for a fair hearing. The SDSW shall give all parties concerned written notice of the time and place of such hearing. At the hearing the applicant may appear in person, by counsel of his own choosing, or in person and by such counsel.</p> <p>The SSWB shall consider the appeal, and shall dismiss the appeal or award aid as prescribed in ANB or APSB law. The county shall then pay to such blind person the sum, if any, awarded by the SSWB, the payments, if awarded, to commence at the time the SSWB directs. (W&IC 3086)</p> <p>No filing fee shall be required from an applicant for or recipient of aid under this chapter for the filing of a petition in the superior court for a review of the proceedings in his case.</p> <p>Within ten (10) days after being served with notice of the filing of the petition, the SDSW shall cause to be filed with the clerk of the court the record of the proceedings in the case, and no further pleadings shall be required to bring the matter to issue.</p> <p>No bond shall be required in the case of any petition for review, nor in any appeal therefrom.</p> <p>If the decision of the court is in favor of the applicant for or recipient of aid, aid shall be paid from the first of the month following date of application therefor, and the applicant or recipient shall be entitled to reasonable attorney's fees and costs. (W&IC 3086.1, 3473.1)</p> <p>The board of supervisors shall immediately notify the applicant in writing of its decision, and that he may, upon application to the board within 30 days, appear before the board at a time to be fixed by the board, and show cause why the action of the board is not</p>	<p>If aid is denied, modified, canceled or not granted within a reasonable time, the applicant or recipient shall have the right to appeal upon filing a petition with the SDSW and shall be accorded an opportunity for a fair hearing. The SDSW shall set the appeal for hearing before the SSWB and shall give all parties concerned reasonable notice of the time and place of the hearing. At the hearing, the applicant or recipient may appear in person, by counsel of his own choosing, or in person and by such counsel. The SSWB shall consider the appeal and shall dismiss the appeal or award aid. The county shall then pay for the needy child the sum, if any, awarded by the SSWB to commence at the time the SSWB directs. The decision of the SSWB shall be binding upon the county. (W&IC 1151)</p> <p>Whenever any appeal to, or hearing before, the SSWB is authorized by law, the appeal shall be made, or the hearing applied for, within one year after the order or other action complained of. The SSWB may rehear any matter within six months after its original order or decision, on its own motion or on application of any interested party. Any such appeal, hearing, or rehearing may be heard by the SSWB, or a referee designated by the SSWB.</p> <p>The SSWB or referee conducting an appeal. Hearing or rehearing shall have all the powers and authority conferred upon the head of a department in Section 353 of the political code.</p> <p>If an appeal, hearing, or rehearing is not heard by the SSWB, a report of the</p>

(Section Continued on Next Page)

FOREWORD

The term "appeal" may be defined as the act of calling upon any kind of authority for an impartial re-examination or decision of the facts in a given situation.

Opportunity for a fair hearing before the state department which is responsible for the administration of OAS, ANB and ANC is one of the requirements for state participation in the Federal Social Security Program. The Federal Act provides that any individual whose application for aid is denied shall have an opportunity for a fair hearing. The Welfare and Institutions Code provides for a fair hearing before the State Social Welfare Board or a hearing officer designated by the State Social Welfare Board for any person who is dissatisfied with the action or lack of action on the part of the board of supervisors.

Effective operation of the right of appeal safeguards the interest of both the individual and the county. At the same time it serves to support and strengthen proper and efficient administration of public assistance. The right of appeal, therefore, constitutes an integral part of the democratic administration of public assistance. As such it merits the intelligent understanding and sincere support of all who are concerned with California's administration of the OAS, ANB, APSB, and ANC Programs.

325-20 (Continued)

325-20

6. County does not take the application;
7. County does not take action on the application after a reasonable lapse of time (60 days in OAS, 90 days in ANB, APSB, and ANC);
8. Appellant believes himself eligible for retroactive aid;
9. There is dissatisfaction with the county's request for repayment of aid to which the appellant allegedly was ineligible;
10. County refuses to return alleged erroneous repayment of aid;
11. Appeal to the board of supervisors has been denied;
12. Dissatisfaction results over any other matter which concerns an application for aid.

The individual who wishes to appeal shall file a petition (either formal or informal) with the SDSW requesting a fair hearing of his complaint. The SDSW, after an independent, impartial investigation of the point or points at issue, shall set the appeal for hearing and send all parties concerned written notice of the time and place of such hearing. The appellant may, but is not required to, appear in person with or without counsel, or may send an authorized representative.

A decision on an appeal may be a means of establishing policy or of clarifying certain points in the law or rules and regulations. This is a by-product of appeal procedure, however, rather than the main purpose. (#IC 1551, 1560, 2140, 2182, 3075, 3086, 3089, 3460, 3473, 3474.5)

325-22 TIME LIMIT ON APPEALS

325-22

OAS, ANB, APSB, ANC

Whenever any appeal to, or hearing before, the SSWB is authorized by law, the appeal shall be made, or the hearing applied for, within one year after the order or other action complained of. Since the granting of aid is considered as a succession of separate monthly orders by the board of supervisors, the appeal must be filed within one year from the monthly order on which complaint is based, i.e., appeals retroactive for more than one year prior to date of appeal are prohibited.

The SSWB may rehear any matter within six months after its original order or decision, on its own motion or on application of any interested party. (#IC 104.5, 1560, 2140, 3075, 3460)

325-23 HEARING BEFORE HEARING OFFICER

325-23

OAS, ANB, APSB, ANC

Appellants who reside in counties other than Los Angeles, Orange, San Francisco, San Mateo, Alameda, Contra Costa, Solano, Napa, and Marin will be given an opportunity to request that the hearing be conducted in the county of residence before a hearing officer designated by the SSWB. The SSWB may designate appeals to be heard by a hearing officer in any county. The hearing officer's findings will be presented to the SSWB for action. (#IC 104.5)

325-00 (Continued)

325-00

Old Age Security	Aid to Needy Blind Aid to Partially Self-Supporting Blind Residents	Aid to Needy Children
	<p>If an appeal, hearing, or rehearing is not heard by the SSWB, a report of the proceedings shall be prepared by the referee conducting it and the report, together with any data the party appealing may desire, shall be presented to the SSWB for final decision. Only the SSWB may make such final decision. (WIC 104.5)</p> <p>The board of supervisors of each county shall comply with and execute every award of the SSWB in favor of an applicant for or recipient of aid, which is directed to the board of supervisors. Each board of supervisors is presumed to have knowledge of every such award directed to it. (WIC 104.6)</p>	

325-20 RIGHT, PURPOSE, AND SCOPE OF APPEAL OAS, ANB, APSB, ANC

325-20

The WIC guarantees to each applicant for, or recipient of, aid the right to appeal for a fair hearing before the SSWB or hearing officer, on any matter which concerns his application or aid, when he is dissatisfied with the county's action or lack of action. This provision of the law safeguards the interest of the individual applicant for, or recipient of, OAS, ANB, or APSB, and the child/children in ANC. The right of appeal is personal and can be exercised only by the applicant or recipient (or on behalf of child/children in ANC), his authorized representative, or his legally appointed guardian. It can not be exercised on behalf of the estate of a deceased applicant. (For time limit on appeals see Sec. 325-22)

A notice of the right of appeal to the SDSW shall be included in every notification of the granting, denial, increase, decrease, discontinuance, or suspension of aid which the county is required to send to every applicant for, or recipient of, aid. (See Secs. 250-10, Reporting Action of the Board of Supervisors to Applicant, and 361-80, Notification to Recipient of Change in Grant.)

An appeal may be filed with the SDSW when:

1. Aid has been denied by the county;
2. Aid has been granted in an amount less than the maximum;
3. Aid has been discontinued;
4. There is question as to the date on which aid should begin;
5. There is dissatisfaction with the county's determination of the chapter under which aid (ANB - APSB) is granted;

(Section Continued on Next Page)

**325-40 INVESTIGATION OF APPEAL AND PREPARATION OF BRIEF
OAS, ANB, APSB, ANC****325-40**

After an appeal has been filed, a representative of the SDSW conducts an impartial investigation on the points at issue. The county's action in the matter is determined through a discussion and a review of the case record. (See Sec. 325-38, County Responsibility) The appellant's reasons for appeal are determined by an interview with him and/or his authorized representative (except that this may not be necessary in a stipulated appeal). The SDSW and the county assist the appellant in securing available evidence. The purpose of the investigation is to secure for the consideration of the SSWB all available information and evidence in the case.

When information relevant to the appeal must be obtained in a county other than the county which is a party to the appeal, the county where the information is obtainable shall furnish this information on request.

A brief of the findings secured through all sources is then prepared for presentation to the SSWB. (The brief contains a statement (in writing and signed, if possible) of each party's contention on the point or points at issue; all pertinent facts discovered in the investigation; citations from the law; Attorney General's Opinions, and the SDSW rules and regulations pertaining to the point at issue.

There is one exception to the above procedure:

When the subject matter of appeals is outside the jurisdiction of the SSWB, as in appeals relating to (1) county indigent aid or other county programs exclusively, or (2) when the entire period is barred by the Statute of Limitations as defined in W&IC, Sec. 104.5, the SDSW may present such appeal to the SSWB for disposition with only the necessary information to determine the nature of such appeal.

Investigation of the appeal and preparation of the brief should be carried out as expeditiously as possible. Not more than 90 days should elapse between the date the appellant files a petition for a fair hearing and the date of the fair hearing. (W&IC 1560, 2140, 3075, 3460)

**325-25 FAIR HEARING--DEFINITION
OAS, ANB, APSB, ANC****325-25**

The fair hearing is the proceeding in which the SSWB weighs all evidence and arguments concerning the point at issue and any other pertinent information presented by the parties concerned and the independent SDSW investigation. (WIC 1551, 1560, 2140, 3075, 3460)

**325-35 COMPLAINTS
OAS, ANB, APSB, ANC****325-35**

A complaint expressed by letter or in person to the SDSW is usually the first indication of dissatisfaction by an applicant for, or a recipient of, aid. A complaint may originate from a lack of knowledge or a misunderstanding of the provisions of the law. It may arise from disagreement regarding points of eligibility or it may represent dissatisfaction with the county's action or inaction.

The SDSW may adjust a complaint through interpretation of the situation to the complainant on the basis of the law, or rules and regulations. An adjustment may be made by the county after further discussion with the complainant or consultation with SDSW representative. If the complainant remains dissatisfied, his complaint then becomes an appeal. (See Sec. 325-20, Right, Purpose, and Scope of Appeal) (WIC 1560, 2140, 3075, 3460)

**325-38 COUNTY RESPONSIBILITY
OAS, ANB, APSB, ANC****325-38**

After being notified that an appeal has been filed, the county shall review its record immediately to ascertain if all information pertinent to the points of eligibility and amount of aid have been secured. The county shall then make such additional investigation as is necessary.

If the point at issue concerns eligibility on points other than the amount of aid, the county shall compute the amount of aid to which the appellant would be eligible if his appeal were granted. If the need or income of the appellant is at issue, computation of the amount of aid shall be made by the county subject to review by the SDSW.

The county shall submit its contention to the SDSW within 30 days after receiving notice of the appeal. (WIC 103, 1550, 1560, 2140, 2181, 3075, 3082, 3460)

325-45 (Continued)

325-45

The appellant may withdraw his request for an appeal by signing a form devised for that purpose by SDSW (Form Gen M29) or by advising the SDSW in writing. (See Form Gen M29 in Sec. 330-99)

An appeal which is not withdrawn in writing, may be removed from the docket only by action of the SSWB; i.e., either by hearing the appeal and rendering a decision or by dismissal. (W&IC 15 60, 2140, 3075, 3460)

325-50 APPEAL HEARING -- TIME, PLACE AND ATTENDANCE
OAS, ANB, APSB, ANC

325-50

Appeals are considered at the regular monthly meetings of the SSWB. These meetings are held in Los Angeles, San Francisco or such other localities as the SSWB may designate.

The appeal is heard only when both appellant and county have been duly notified. Notices of the date and place of the hearing are mailed by the SDSW to the chairman of the county board of supervisors, the county welfare department, and the appellant, by registered mail (return receipt requested) in time to be received ten days prior to the hearing. With the notification to appellant and county welfare department is sent a copy of the appeal brief as prepared for the SSWB. The appellant whose appeal is to be heard by the SSWB is also advised of date and place of the next regular monthly SSWB meeting so that he may request a postponement if his attendance at a subsequent meeting can be more conveniently arranged.

When an appeal is heard by a hearing officer (see Sec. 325-23) the hearing officer's findings are submitted to the SSWB for action. The verbatim transcript of the hearing is available for the SSWB's consideration.

Hearing upon an appeal may be had only before a hearing officer or when four of the seven members of the SSWB (a quorum) are present. The appellant may appear in person, with or without counsel, or may be represented by counsel or by an authorized representative. The appellant or authorized representative may present such evidence, documents, witnesses, or such other assistance as he deems necessary. Such presence or representation by the appellant is not required. The appellant may request a private hearing.

When an appeal is heard by a hearing officer, the findings are submitted to the SSWB without further evidence or argument.

After an appeal hearing is scheduled, an appellant and/or the county may, by writing to SDSW, request postponement of the hearing. The SDSW then notifies the other party to the appeal of the request and asks that assent or dissent be indicated in writing. The request for postponement and the reply of other party are presented to the SSWB or hearing officer for action. (W&IC 1560, 2140, 3075, 3460)

325-42 STIPULATED APPEALS
OAS, ANB, APSB, ANC

325-42

A stipulated appeal is an appeal in which, during the appeal investigation, the county and the appellant arrive at an agreement and stipulate to the facts affecting the appellant's eligibility to a specific amount of aid, which stipulations are concurred in by the SDSW.

Investigation of the appeal has usually progressed to the point where, on the basis of the county record and an interview with the county and/or the appellant, a computation is made of the total need, income, and the amount of aid to which the appellant is eligible. Stipulated appeals are disposed of either by an adjustment or a hearing.

ADJUSTMENT

An appeal is adjusted if the county makes payment to the appellant of the amount of aid claimed by him. Since the regulations covering payment of retroactive aid (see Sec. 361-25, Retroactive Aid Payments by County) may preclude an adjustment by county action alone, the county wishing to adjust the appeal may recommend to the SDSW that approval be granted to adjust the appeal by payment of retroactive aid without a hearing. Such recommendation shall be made in writing.

If the SDSW approves the county recommendation that the appeal be adjusted by payment of retroactive aid without a hearing, the county shall make the adjustment without delay.

After all conditions of the adjustment have been met (i.e., payment of retroactive aid has been made in the amount claimed by the appellant) and the appellant states he is satisfied, he will be requested to withdraw his appeal.

HEARING BEFORE SSWB OR HEARING OFFICER

If no adjustment is accomplished, or if the appellant does not wish to withdraw his appeal, the appeal will be set for hearing. Any stipulations as to facts affecting eligibility will be part of the record submitted to the SSWB.
(W&IC 1560, 2140, 3075, 3460)

325-45 ADJUSTMENT OR WITHDRAWAL OF APPEAL BEFORE HEARING
OAS, ANB, APSB, ANC

325-45

During the course of the SDSW's investigation the county may reconsider its former action and on the basis of additional information or interpretation may make an adjustment satisfactory to the appellant. When the appellant withdraws his appeal in anticipation of the county's agreement to make or adjust a grant of aid, the appeal is not considered finally adjusted until the action or change agreed upon is actually effectuated by board of supervisors' action. If the county adjustment is delayed beyond a reasonable period, the SDSW may reopen its investigation to determine if basis for the appeal continues to exist.

(Section Continued on Next Page)

325-70 (Continued)

325-70

1. Grant the appeal;
2. Sustain the action of the county;
3. Dismiss the appeal (when the SSWB does not have jurisdiction in the matter under appeal, or when anything occurs, between the setting of appeal for hearing and actual hearing, that eliminates need for an appeal).

If the appeal is granted, the SSWB makes a specific grant of aid, indicating the amount and the beginning date of aid. (W&IC 1551, 1560, 2140, 2182, 3075, 3086, 3460, 3473; 82 ACA 697)

325-75 RETROACTIVE AID

325-75

OAS, ANB, APSB, ANC

Retroactive aid is granted by the SSWB only on the basis of the appellant's continuing eligibility for aid during the period in question. The amount of the grant shall be determined for the period in accordance with the requirements for the particular category of aid. For other provisions for granting retroactive aid see Secs. 611-70, Retroactive Initial Payments, and 361-25, Retroactive Aid Payments by County. (W&IC 1551, 1560, 2140, 2182, 3075, 3086, 3460; AGO NS4670)

325-80 NOTIFICATION OF STATE SOCIAL WELFARE BOARD DECISION

325-80

OAS, ANB, APSB, ANC

Immediately after the decision is rendered, the SDSW shall mail notification of the SSWB decision to the appellant, the chairman of the county board of supervisors, the county auditor, and the county welfare department. The parties to the appeal shall be advised in the letter of notification that written findings of fact and the reasons for the decision will be provided upon request. Upon receipt of such a request, the SDSW shall forward findings of fact and reasons for the decision as soon as possible after transcription of the verbatim minutes of the fair hearing. (W&IC 1560, 2140, 3075, 3460)

325-85 RECORD OF HEARING AND DECISION

325-85

OAS, ANB, APSB, ANC

A verbatim record is made of each hearing. A copy of this record becomes a permanent part of the appellant's case record in the SDSW.

After the SSWB renders its decision, the facts upon which the decision is based and the final decision are filed with the assistant secretary of the SSWB. Summaries of each hearing and decision are included in the minutes of the meeting which are reviewed and passed upon by the SSWB at the subsequent meeting. (W&IC 1560, 2140, 3075, 3460)

325-55 RIGHT TO INSPECT EVIDENCE AND REFUTE STATEMENTS
OAS, ANB, APSB, ANC

325-55

Submission by the SDSW of the appeal brief to the appellant and county before the time of the hearing gives them the opportunity to review their case and, as a result of such review, they may correct or refute statements in the brief or may add statements or evidence to further support their case. Any corrections or submission of new facts shall be filed with the other party to the appeal and with the SDSW in order that each party to the appeal may have an opportunity to reply at the time of the hearing. In every case each appellant should be furnished, or have access to, every document used.

Nothing shall preclude the submission of additional alleged facts by either party at the hearing. In the event that such is submitted by the appellant or the county at the time of the hearing in the absence of the other party to the appeal, the absent party shall be furnished with a copy of the alleged facts and be given an opportunity to refute them before a decision is rendered by the SSWB. (W&IC 1560, 2140, 3075, 3460)

325-60 HEARING PROCEDURE
OAS, ANB, APSB, ANC

325-60.

In the conduct of the fair hearing, the SSWB and the hearing officer are not strictly bound by court rules of evidence. The appeal briefs as prepared by the SDSW, and any prepared by the appellant or county are presented at the hearing and filed as evidence. All parties involved in the appeal are permitted to present any additional evidence and call any witnesses they desire. Before testifying, all witnesses are placed under oath. Frequently the appellant is willing to rest his case on the presentation of facts in the brief and does not testify in person. (W&IC 1551, 1550, 2140, 3075, 3460)

325-65 CONTINUATION OF HEARING
OAS, ANB, APSB, ANC

325-65

The SSWB may order the appeal hearing continued to a subsequent meeting when:

1. Additional legal advice is required;
2. Further investigation is required;
3. The appellant may thereby attend the hearing;
4. The appellant or county request such continuation and the other party concurs;
5. When other reasons, in the opinion of the SSWB, make continuation desirable. (W&IC 1560, 2140, 3075, 3460)

325-70 DECISIONS BY THE STATE SOCIAL WELFARE BOARD
OAS, ANB, APSB, ANC

325-70

After hearing the appeal or considering the findings of the hearing officer, the SSWB renders a decision either to:

(Section Continued on Next Page)

**326-00 RE-APPLICATION FOR AID AFTER DENIAL OF APPEAL
OAS, ANB, APSB**

326-00

An applicant whose appeal has been denied by the SSWB may not again apply for aid until one year has elapsed from the date of his previous application except with the county's consent or by order of the SDSW. A change in the applicant's circumstances before a year has elapsed following the denial of his application is occasion for the county to reconsider his eligibility. (See Sec. 325-95, Re-Appeals and Rehearings) (W&IC 2140, 2182, 3075, 3460)

**326-05 APPEAL REGARDING DEGREE OF BLINDNESS
ANB, APSB**

326-05

See Sec. 180-25, Successive Eye Examination Reports, regarding procedure for securing reports of eye examinations when appeal is based on degree of blindness. (W&IC 3075, 3078, 3086, 3089, 3460, 3473)

**326-10 APPEAL FROM COUNTY INACTION
OAS, ANB, APSB, ANC**

326-10

A person has the right of appeal to the SSWB when the county fails or refuses to receive an application for aid. In such an appeal, if there is a dispute as to the facts, the appellant submits to the SDSW a personal affidavit stating that the county has failed or refused to receive his application for aid and stating why he believes himself eligible.

The SSWB may order the county to take the application, and may inform the county as to the appellant's eligibility on the point or points of controversy. Should the county subsequently deny such application, the applicant may then appeal against county denial. (W&IC 1551, 1560, 2140, 2182, 3075, 3078, 3086, 3089, 3460, 3473)

325-90 DISPOSITION OF CASE AFTER
STATE SOCIAL WELFARE BOARD DECISION
OAS, ANB, APSB, ANC

325-90

The county shall pay the appellant the amount of aid awarded by the SSWB, if a grant of aid is ordered, or carry out any other order of the SSWB. If the county fails to comply with the SSWB decision within 60 days or a reasonable period of time, the SSWB may cite the county to show cause for its failure to make the grant as directed. The SSWB may withhold state and Federal categorical aid funds from the county to enforce compliance with a SSWB decision or may pray the Superior Court to issue a writ of mandate.

When, after the SSWB has taken action on an appeal, there is a change in the appellant's circumstances, the usual procedures are followed without further referral to the SSWB unless a new basis for appeal arises. (W&IC 1551, 1560, 2140, 2182, 3075, 3078, 3086, 3089, 3460, 3473)

325-95 RE-APPEALS AND REHEARINGS
OAS, ANB, APSB, ANC

325-95

A person, or county, may not be satisfied with the decision of the SSWB regarding an appeal because it is believed that all pertinent facts were not available and/or not considered at the hearing. Additional evidence may be submitted by the appellant or county to the SDSW for presentation to the SSWB with a request for a rehearing. When the SSWB decides that the additional evidence is pertinent, a rehearing may be granted by the SSWB within six months after its original order or decision on its own motion or on application of any interested party. (W&IC 104.5, 1551, 1560, 2140, 2182, 3075, 3078, 3086, 3089, 3460, 3473)

**330-00 DISPUTE REGARDING RESPONSIBILITY FOR AN APPLICANT
OAS, ANB, APSB, ANC****330-00**

When a dispute arises between two counties regarding that county which is responsible for the support of an individual, either county may submit the dispute to the SDSW. The SDSW shall weigh the evidence presented and fix responsibility for support.

When a county wishes to refer to the SDSW a dispute with another county as to responsibility for payment of aid, Form DPA 6, Appeal as to Responsibility for Support, signed by the chairman of the board of supervisors, shall be submitted in triplicate to the SDSW. Additional data shall be submitted to the SDSW with Form DPA 6 and should include information as to the counties in which the applicant, or in ANC the child or person who determines the residence of the child/children, has resided with the dates of such residence, and a statement of the points on which there is disagreement. (See Form DPA 6, Sec. 330-99.)

Upon receipt of the appeal, the SDSW sends a copy of Form DPA 6 to the chairman of the board of supervisors and county welfare director in the other interested county or counties and requests a report from them. If no reply is received from the other county or counties within 30 days, the SDSW renders its decision on the basis of the facts known to it.

When no conflict is revealed in the facts reported by the counties, such facts are presumed to be correct. When a conflict exists, the SDSW draws this to the attention of the counties concerned and requests an additional investigation and report. As a general rule, the SDSW does not make an investigation or interview the person concerned but renders its decision upon the basis of the facts presented by the counties. The decision of the SDSW may be appealed to the SSWB.

In an appeal to the SSWB the decision of the SDSW is presented and the counties submit their contentions by letter, brief, or verbal argument at the time of hearing. (WIC 1528, 1550, 2140, 2143, 3075, 3092, 3460, 3463)

**326-20 COURT REVIEW OF STATE SOCIAL WELFARE BOARD DECISION
OAS, ANB, APSB, ANC**

326-20

If the appellant is dissatisfied with any decision of the SSWB, he may file with the Superior Court of the county in which he resides, a petition praying for a review of the entire proceedings in the matter, upon questions of law involved in the case. The SSWB shall be sole respondent in such proceedings. If the court, when deciding in favor of the appellant makes a finding as to attorney's fees and costs, such fees and costs shall be paid by the state as indicated by the court's ruling. (W&IC 1560, 2140, 2182, 3075, 3088.5, 3460, 3474.5)

In OAS, ANB, or APSB no filing fee shall be required from an appellant for the filing of a petition in the Superior Court for a review of the proceedings in his case, nor shall a bond be required in the case of any petition for review, nor in any appeal therefrom. In OAS, ANB, or APSB if the decision of the court is in favor of the appellant, aid shall be paid from the first of the month following date of application therefor, and the appellant shall be entitled to reasonable attorney's fees and costs.

Either the appellant or the SSWB may appeal the Superior Court's decision in accordance with the provisions of the Code of Civil Procedure. (W&IC 2140, 2182, 2182.1, 3075, 3086.1, 3460, 3473.1)

351-30 REINVESTIGATION OF RELATIVES
OAS, ANB, APSB, ANC**351-30**

The ability of responsible relatives to assist shall be redetermined in accordance with the requirements of the respective category of aid. Reinvestigation of a recipient's eligibility shall not be held to be incomplete pending receipt of requested information from responsible relatives regarding their contributions if information secured from the recipient or other sources indicates the amount of the relative's contribution or that the relative is not assisting. (SEE CHAPTER 170-00, RELATIVES, AND SECS. 101-00, CHART OF CERTAIN PROVISION OF THE W&IC, AND 234-00, STATEMENT OF RESPONSIBLE RELATIVES OF APPLICANT) (W&IC 1560, 2140, 2181, 2181.01, 2184, 2224, 3075, 3088, 3460, 3474)

In OAS, ANB, and APSB efforts made or procedures followed to secure support from responsible relatives who have the pecuniary ability to assist, according to the requirements of the respective category of aid, shall be recorded in the case history or on the reverse of Affirmation of Eligibility (Forms Ag, Bl 206). (W&IC 2140, 3075, 3088.1, 3460, 3474.1)

In OAS, when the sworn statement of the responsible relative living within the state (Form Ag 225) is filed during the reinvestigation of eligibility as provided in Sec. 351-10, Requirements of Reinvestigation, and indicates ability to support, the same procedure as outlined in Sec. 234-00, Statement of Responsible Relatives of Applicant, is applicable. However, if a degree of liability has previously been fixed by the board of supervisors in accord with the foregoing procedure, and the information presented in the relative's sworn statement indicates no change in circumstances, a new finding of liability is not necessary. Likewise, a further notification to the relative as to his responsibility for support is not necessary. (W&IC 2140, 2181, 2224)

351-35 REINVESTIGATION OF LIVING ARRANGEMENTS
OAS, ANB, APSB, ANC**351-35**

The present living arrangements shall be verified. (SEE SEC. 351-12, HOME VISIT DURING REINVESTIGATION.)

If, in OAS, a recipient has been in a hospital or institution since the last investigation, the case record shall contain a detailed statement giving the name and type of institution, dates of admission and of discharge, and a statement as to the eligibility of the recipient for aid during this period. (SEE CHAPTER 160-00, INSTITUTION INMATES.) (W&IC 2140, 2184)

When an ANB or APSB recipient has been in a hospital or institution since the last investigation, his eligibility to receive aid while an inmate shall be determined during the reinvestigation if it was not determined prior to his release. (SEE CHAPTER 160-00.) (W&IC 3075, 3460)

In ANC the living plan for each child shall be verified. (W&IC 1511, 1560)

351-40 REDETERMINATION OF AMOUNT OF AID
OAS, ANB, APSB, ANC**351-40**

The amount of aid shall be determined in accordance with the law, rules and regulations governing the respective category of aid and on the basis of the verified findings regarding income. Any necessary change in the grant shall be made. (W&IC 1560, 2140, 2184, 3075, 3460)

351-20 (Continued)

351-20

Further investigation is not necessary when the original investigation revealed no assets and information received from the recipient, or parent in ANC, or other sources, indicates no assets have been acquired since aid was granted or the case last reinvestigated.

In OAS, ANB, and APSB, further investigation is not necessary when assets which were possessed when aid was granted are such that the value decreases with lapse of time and the original investigation established their value as within the limit permitted for the specific category of aid. (W&IC 1560, 2140, 3075, 3460) Such personal property would include automobiles, farm machinery, etc. A statement of personal property holdings as reported by the person or observed by the public assistance worker shall be in the case record. In ANB and APSB, only the county assessed value of such personal property shall be considered. (W&IC 2140, 2163, 2184, 3047, 3075, 3447, 3460)

In OAS, ANB, and APSB, the case record shall contain data verifying the value of personal property which was acquired, or the value received for personal property which was disposed of, according to the requirements of the specific category of aid. (W&IC 2140, 3075, 3460)

In ANC the amount of cash and description of securities with date of verification shall be included in the case record. (W&IC 1560)

See Chapter 140-00, Personal Property, for eligibility policies on personal property and methods of determining value of such property, and Sec 233-00, Verification of Real and Personal Property, for methods of verification.

351-25 REINVESTIGATION OF INCOME

351-25

OAS, ANB, APSB, ANC

All income of the recipient in OAS, ANB, APSB, or of the child or family unit in ANC shall be reverified with the exception of fixed income which is known not to change such as OASI benefits, income from annuities, etc. The amount of military pensions shall be redetermined. (W&IC 1560, 2140, 2184, 3075, 3460)

In ANC specific support of a child shall be reverified. This includes trust fund allowances, court orders for support from parents, and any source of income belonging only to the individual child. The parents' income or financial situation shall be verified. (W&IC 1560)

The case record shall show the methods used in verifying the gross income and computing the net income.

The source and amount of the net income shall be entered on Affirmation of Eligibility (Form Ag, Bl, CA 206) in order to indicate clearly the basis for the amount of the grant. (W&IC 1560, 2140, 3075, 3460)

370-00 (Continued)

370-00

The presumption is that residence in the second county starts upon the date of removal from the first county. If, therefore, it appears that a lapse of time occurred between the date of removal from the first county and the establishment of residence in the second county, the second county shall obtain residence evidence which will either support or refute the presumption that the period of time for the acquisition of required residence started upon the date of removal from the first county. Form Ag, Bl, CA 216, Affidavit of County Residence (or Ag, Bl, CA 204 when used), shall contain an adequate explanation of any lapse between date of removal and date of establishing residence in the second county. In completing section B of Form Ag, Bl, CA 215, Notification of Transfer, the second county shall take into consideration the effect of the change in living conditions or other changes which might affect the grant of aid.

The second county shall complete section B of Form Ag, Bl, CA 215, retain one copy, and return three copies to the first county together with Form Ag, Bl, CA 216 (or Form Ag, Bl, CA 204 when used) properly completed and attested, and such supplementary report as is necessary. (See Sec. 122-65 for beginning date of aid when transferred recipient moves to third county and Sec. 122-70 for beginning date of aid when non-county aid recipient moves to a second or third county.)

Upon receipt of Form Ag, Bl, CA 215 and Form Ag, Bl, CA 216 (Form Ag, Bl, CA 204 when payment of non-county aid is involved) the first county shall complete and sign section C of Form Ag, Bl, CA 215. One copy shall be retained, one shall be sent to the second county, and one to the SDSW together with a certified copy of the Ag, Bl, CA 216 (Ag, Bl, CA 204 when non-county aid is involved).

The first county shall provide the second county with certified copies of:

1. Application (Form Ag, Bl, CA 200). When the application is one which was submitted before the certificate plan became effective, the date of beginning of aid and of SDSW approval as stamped on the reverse of the application shall be shown.
2. Certificate of Verification of Eligibility (Form Ag, Bl, CA 201). This is required only when the application was submitted under the certificate plan.
3. Verification of real and personal property holdings, including a report of the results of the two-year property search. If such search was not made either before aid began or during a subsequent reinvestigation, the results of a property search for the two-year period prior to the effective date of the transfer shall be substituted. (See Section 135-40, Real Property Search)
4. Verification of the required state residence. (In ANB and APSB this shall consist of at least one Affidavit of Residence (Form Bl 221) completed by a reputable citizen. (See Form Bl 221 in Sec. 250-99, Forms used in Investigation Procedures.))

(Section Continued on Next Page)

370-00 TRANSFER OF AID
OAS, ANB, APSB, ANC

370-00

When the residence of a regular or a non-county recipient of OAS, ANB, or APSB, or a child on whose behalf ANC is paid, is established in another county in the State, inter-county transfer arrangements shall be initiated. (SEE SECS. 122-50, REMOVAL FROM COUNTY OF RESIDENCE, 122-65, REMOVAL OF TRANSFERRED RECIPIENT TO A THIRD COUNTY, AND 122-70, REMOVAL OF NON-COUNTY AID RECIPIENTS.)

The following procedure provides a method of notification between counties which will insure continued receipt of aid when residence has been changed from one county to another in this State. The counties involved hereinafter are designated as follows: first county, the county which is currently paying aid; second county, the county to which residence has been changed; third county, any subsequent county to which residence may be changed prior to completion of one year of residence in the second county.

Notification of Transfer (Form Ag, Bl, CA 215) shall be prepared in quintuplicate by the first county, section A being completed in full. One copy shall be retained and four copies shall be sent to the second county as soon as administratively possible after the first county learns of the recipient's removal to the second county. The first county shall supply the second county with any pertinent information other than that shown in section A of Form Ag, Bl, CA 215 and request any specific information desired. (SEE FORM Ag, Bl, CA 215 IN SEC. 370-99, FORMS USED IN TRANSFER PROCEDURES.) In all transfer cases the first county shall advise the second county of the recipient's residence status in the first county; i.e., regular recipient or non-county recipient. If non-county, the date residence was established in the first county shall be shown.

The first county shall send Notification to Recipient Who Changes County Residence (Form Ag, Bl 217) to the recipient in OAS, ANB and APSB at the time section A of Form Ag, Bl 215 is completed. In ANC, Notification Concerning Change of County Residence (Form CA 217) shall be sent, when section A of Form CA 215 is completed, to the person determining the child's residence unless the child's county residence is determined by his own physical presence in which case the notification shall be sent to the person responsible for the child's care. The notification informs the person of future county procedure and of his own responsibilities if delay or interruption of aid is to be avoided.

Upon receipt of the Form Ag, Bl, CA 215, the second county shall make a home call to verify the presence of the recipient, or of the child or person determining the child's residence, in the county and to secure the completed Affidavit of County Residence (Form Ag, Bl, CA 216). (When non-county aid is to be granted by the second county Form Ag, Bl, CA 204, Applicant's Affidavit of Intent as to Residence, shall be secured in place of Ag, Bl, CA 216, to substantiate the date residence was established in the second county.) Exception: The requirement of a home visit may be waived when there are not reasonably adequate public transportation facilities to the home. An interview shall be held elsewhere and implemented by verifications secured through collateral sources. The case record shall set forth the conditions which made a home visit impossible.

(Section Continued on Next Page)

611-50 (Continued)

611-50

application for this child requires a separate Certificate of Verification of Eligibility (Form CA 201) and a separate action by the board of supervisors.

Example A: A mother makes application for ANC for two children on June 5. An additional child living outside the state returns to the home on July 6, before completion of the investigation for the first two children. The mother makes application for ANC for this child on July 8. The 90-day period for the additional child begins July 9.

Example B: A mother makes application for ANC for two children on June 5. The application is granted September 15 and aid begins September 1. A child who has been receiving a free home with relatives returns to his mother's home on October 10 and the application for ANC for this child is signed on October 15. The 90-day period for this child begins on October 16. If the application is acted upon by the board of supervisors in January or subsequent thereto, aid begins January 1.

When eligibility or ineligibility status has not been determined for one or more of the family group included on the original application and board of supervisors' action is withheld for such child or children until a later date, the 90-day period for the additional child or children begins on the day following that on which the original application was signed. A separate Certificate of Verification of Eligibility (Form CA 201) is required. (See Sec. 250-00, Disposal of Applications)

4. When an application for aid has been improperly denied and such action is later rescinded, aid shall begin on the date aid would have begun had there been no denial action. (See Secs. 201-25, When Application to be Taken, and 361-25, Retroactive Aid Payments by County)
5. Aid shall begin on the date specified by the SSWB in an order awarding aid. (See Sec. 325-70, Decision by SSWB)

OAS, ANB, APSB, ANC

The beginning date of aid shall not antedate the signing of the application. Exception: When the recipient transfers from one county to another, the beginning date of aid in the second county may antedate the signing of the application in the second county. (See Sec. 122-50, Removal from County of Residence.) In OAS, when the application is signed within 60 days prior to the date on which the applicant will become 65 years of age, the beginning date of aid shall not be prior to the date on which the applicant became 65 years old.

If investigation established eligibility only from a date subsequent to the date when aid should be effective under the provisions of W&IC Sec. 2183, or 2183.9 in OAS, Secs. 3082 and 3084 in ANB, Sec. 3460 in APSB, or Secs. 1550 and 1552 in ANC, aid shall not be granted prior to the date on which the applicant became eligible as established by the investigation. In ANB, APSB, or ANC, if eligibility is dependent upon medical evidence (physician's examination), the condition described in such evidence shall be considered to have existed from the first of the month in which the medical examination is made.

When the provisions of W&IC Sec. 2183, or 2183.9 in OAS, Sec. 3082 in ANB, Sec. 3460 in APSB, or Sec. 1550 in ANC, indicate that aid should begin from
(Section Continued on Next Page)

611-50 (Continued)

611-50

3. When the investigation of the application is not completed by action of the board of supervisors within 90 days from the signing of the application, and aid is granted on the 91st or some subsequent day, aid shall begin on the first of the month during which the 90-day period ends. (See Sec. 611-70, Retroactive Initial Payments.)

The day following that on which the application is signed represents the first day of the investigation period. When the 90th calendar day falls on a Sunday or legal holiday, the following day is considered the 90th day. The date on which the board of supervisors acts on the application is the day on which the investigation is completed.

Example: Application signed September 6, Granted by board of supervisors February 6. As the 90-day period ended December 5, aid is paid from December 1.

4. When an application for aid has been improperly denied and such action is later rescinded, aid shall begin on the date aid would have begun had there been no denial action. (See Secs. 201-25, When Application to be Taken, and 361-25, Retroactive Aid Payments by County.)
5. Aid shall begin on the date specified by the SSWB in an order awarding aid. (See Sec. 325-70, Decision by SSWB.)

ANC

1. Aid shall begin on the date the application is signed if the application is granted by the board of supervisors in the same month in which the application is signed.
Example: Application signed September 6, granted by board of supervisors September 121.
Aid begins September 6.
2. Aid shall begin on the first day of the month in which the application was granted by the board of supervisors when the application was signed in a previous month and 90 days or less have elapsed between the date the application was signed and the date aid was granted by the board of supervisors.
Example: Application signed September 6, granted by board of supervisors November 16.
Aid begins November 1.
3. When the investigation of the application is not completed by action of the board of supervisors within 90 days from the signing of the application and aid is granted on the 91st or some subsequent day, aid shall begin on the 1st of the month during which the 90-day period ends. (See Sec. 611-70, Retroactive Initial Payments.)

Example: Application signed September 6, granted by board of supervisors December 10. As the 90-day period ended December 5, aid begins December 1.

The day following that on which the application is signed represents the first day of the investigation period. When the 90th calendar day falls on a Sunday or a legal holiday, the following day is considered the 90th day. The date on which the board of supervisors acts on the application is the date on which the investigation is completed.

When application is made for an additional child or children in a family which is in process of investigation or is receiving a grant of aid, the 90-day period begins on the day following that on which the application for the additional child or children is signed. The

(Section Continued on Next Page)

611-55 (Continued)

611-55

Example B: Circumstances same as above example except that the next meeting of the board of supervisors subsequent to the expiration of the 30-day period is 12/2. Aid is conditionally restored from 11/1 by board of supervisors' action on 12/2.

In every case in which aid is conditionally restored and the facts subsequently secured establishes eligibility to the amount of aid paid from the effective date of such restoration, the further action of the board of supervisors confirming the "conditional" restoration shall be reported to the SDSW on a Notice of Change. (See Sec. 362-30.)

The day following that on which the former recipient requests restoration represents the first day of the investigation period. When the 30th day falls on a Sunday or a legal holiday, the following date is considered the 30th day. (See Sec. 611-70, Retroactive Initial Payments.)

ANB, APSB

Restorations shall be effective as of the first day of the month in which action is taken by the board of supervisors unless the status of eligibility requires that the board of supervisors specify a later date, except that when a written request for restoration is required (see Sec. 215-00, Restoration of Aid) aid shall begin not later than the first of the month following such request, if the applicant is eligible. (See Sec. 230-95, Investigation of Request for Restoration After Discontinuance.)

ANC

Restorations shall be effective as of the first day of the month in which action is taken by the board of supervisors unless the status of eligibility requires the board of supervisors to specify a later date. (W&IC 1551, 1560, 2140, 2182, 2183.9, 3078.3, 3475)

611-60 INITIAL PAYMENTS

611-60

OAS, ANB, APSB, ANC

Initial payments are the first payments made on new applications and restorations.

Initial payments of aid shall be made within the month for which such aid is granted or not later in the following month than the time when such payments would normally be issued under the county's customary fiscal procedure, except in the instances listed in Sec. 611-70, Retroactive Initial Payments. Initial payments may not be suspended. (See Sec. 361-30, Suspension Procedure.)

When aid begins on the first day of a month, payment shall be made for the full month. When aid begins during a month, the initial payment shall cover only the portion of the month for which aid is granted including the beginning day. (W&IC 1550, 1560, 2140, 2182, 2183, 2183.9, 3075, 3082, 3084, 3460; FES-Admin.)

611-50 (Continued)

611-50

the first of a month preceding that in which the board of supervisors grants the application, but because of ineligibility of the applicant during one or more of such months, retroactive aid is not paid, a statement of the specific reason for the applicant's ineligibility for such payment shall be made on the Certificate of Verification of Eligibility (Form Ag, Bl, CA 201). (WIC 1550, 1552, 1560, 2140, 2180.1, 2183, 2183.9, 3075, 3082, 3084, 3460; FSS-Admin.)

611-55 BEGINNING DATE OF AID--RESTORATIONS

611-55

OAS, ANB, APSB, ANC

The effective date of restoration of aid is governed by the code provisions for the specific category of aid.

OAS

Restorations shall be effective as of the first day of the month in which action is taken by the board of supervisors unless the status of eligibility requires that the board of supervisors specify a later date, except when restoration is requested following discontinuance due to employment.

When OAS was discontinued because of employment and following such discontinuance the former recipient makes request to the same county for restoration, the date of the written request for restoration (See Sec. 215-05, Application or Restoration after Discontinuance Due to Employment) governs the beginning date of aid as follows:

1. When all of the facts have been determined and the investigation is completed by action of the board of supervisors in the same month in which the request is signed the aid is restored from the date of the written request.

Example: Restoration is requested on March 16, granted by board of supervisors on March 23. Aid begins March 16.

2. When the request for restoration was signed in a previous month, the facts have been determined, and 30 days or less have elapsed between the date the request was signed and the date investigation is completed by action of the board of supervisors, the aid is restored from the first day of the month in which the board of supervisors act.

Example: Restoration requested, signed on March 16, granted by board of supervisors on April 15. Aid begins April 1.

3. When 30 days from the date the request was signed have elapsed, aid shall be restored, effective the 1st day of the month in which the 30-day period expired, by board of supervisors' action at the first meeting subsequent to the expiration of the 30-day period irrespective of whether the fact of eligibility has been established. The Notice of Change (Ag 232) reporting such action shall show either that the restoration was based on established eligibility or was a "conditional" restoration based on presumptive eligibility.

(See Secs. 215-05, Application or Restoration after Discontinuance due to employment, and 362-30, Reporting Reason for Change on Notice of Change.)

Example A: Restoration requested 10/14, 30 days expire 11/13, next meeting of board of supervisors is on 11/21. All information necessary to the restoration has been secured except verification of net income from real property. Aid is "conditionally" restored effective 11/1 on the basis of man's statement as to amount of net income received.

(Section Continued on Next Page)

**628-06 CLAIM FOR WARRANTS ISSUED IN LIEU OF CANCELED WARRANTS
OAS, ANB, APSB, ANC**

628-06

When a warrant is issued in lieu of a canceled warrant, within the time limit specified in Sec. 611-90, Cancellation of Aid Warrants, and the cancellation has been reported, Federal (if eligible to Federal) and state reimbursement may be claimed by reporting the reissued warrant on a supplemental payroll in the same manner as retroactive payments are reported. (See Sec. 626-50, Supplemental Aid Claims.) Full explanation shall be given including the warrant number of the canceled warrant; also the name of payee on the canceled warrant if the reissued warrant is made payable to a person other than the original payee. (W&IC 1560, 2140, 3075, 3460)

**628-10 STATE AUDIT OF AID CLAIMS
OAS, ANB, APSB, ANC**

628-10

County aid claims are audited to records in the office of the SDSW and certified to the State Controller in the amounts for which such aid claims are approved.

County aid claims are allowed according to the authorization in the SDSW files at the time of audit. Such authorization shall be forwarded to the SDSW immediately and must be received not later than 15 days after action by the board of supervisors to avoid loss of state and Federal participation in the amounts claimed.

Claims will be approved and certified to the State Controller by SDSW on the basis of documents on file on the last date for receipt of the documents (see preceding paragraph), or the date of the office audit of the claim, whichever is the later. Disallowance due to the absence of proper supporting documents in SDSW files will be identified on the claim correction letter as reclaimable upon submission of such documents, in accordance with the rules and regulations of the SDSW (Sec. 361-25).

Reclaimed items shall appear on regular supplemental payrolls and shall be cross-referenced to the claim correction letter carrying the disallowance. Reclaim for amounts disallowed under this section must be made within a 3 months' period immediately following the month in which the disallowance was reported to the county on the claim correction letter.

Example: \$60 OAS claimed on October, 1947 payroll. Authorization on file is for \$55 as county had not forwarded notice of change for \$60 acted upon in September. Disallowance in amount of \$5 is reported to county on claim correction letter dated December 5, 1947. County may reclaim this amount upon submission of the notice of change for \$60 acted upon by the board of supervisors in September. Such reclaim must be submitted prior to March 31, 1948 (December, 1947, January or February, 1948 claims).

(Section Continued on Next Page)

628-05 (Continued)

628-05

In OAS and ANB separate Forms Ag, Bl 804 shall be prepared for canceled warrants covering months before and after October 1, 1946, due to the change in Federal participation on that date. In addition another separate Form Ag 804 for canceled OAS warrants covering months subsequent to August 1, 1947, and another separate Form Bl 804 for canceled Bl warrants covering months subsequent to October 1, 1947, shall be prepared due to the change in ratio of state participation on those dates, so that the proper amounts of Federal and state shares may be computed on a total basis for each group of warrants, and in OAS so that proper amounts of administrative expense may be credited on warrants issued for months prior to October, 1946.

In OAS, ANB, and APSB the method for computing the Federal, state, and county shares of groups of canceled warrants is the same as for computing aid payrolls. If a single warrant, issued for October, 1946, or any month thereafter is reported canceled, the Federal, state, and county shares are computed in accordance with Sec. 627-10, Chart of Financial Participation in Grants of Aid. The state share may be based upon different ratios depending upon whether the warrant was issued before or after August 1, 1947, in OAS, and October 1, 1947, in ANB and APSB. In warrants for less than \$5.00 covering the total payment for a month, the Federal share is more than the warrant amount, making the state and county shares minus amounts. For example, the Federal share of a \$4.00 OAS warrant is \$4.50 (see Sec. 627-30). The state share is $\frac{5}{6}$ or $\frac{6}{7}$ of 50ϕ , depending upon the date of the warrant.

In ANC, both for a single warrant or a group of warrants, the Federal, state, and county shares for each warrant are reported on the cancelation schedule. The shares shall be computed in accordance with the rules and regulations applicable at the date the warrant was issued. (W&IC 1560, 2140, 3075, 3460)

628-20 AID CLAIM CORRECTION

628-20

OAS, ANB, APSB, ANC

A claim letter notifies the counties of approval of aid claims or corrections and changes in amounts made during the aid claim audit by the SDSW. The reason for each change or correction is given to assist the counties in correcting continuing errors and to demonstrate the correct method of computing claims.

The county financial records should be reconciled to the claim correction letters so that state and county records agree. Questions should be immediately taken up with the SDSW. (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

628-10 (Continued)

628-10

Whenever possible, disallowance will be made only for the portion of the grant not authorized by documents on file with SDSW.

Both office and field audits performed by SDSW may be on a test-check basis. All claims passed by SDSW are subject to later adjustment upon discovery of an error during a subsequent audit. (W&IC 1559, 1560, 2140, 2180, 3075, 3087.3, 3460, 3482)

628-15 TRANSMITTALS

628-15

OAS, ANB, APSB, ANC

Notices of Change (Forms Ag, Bl and CA 232) forwarded to the SDSW shall be accompanied by two copies of a transmittal listing each name, state case number and effective date of change.

Applications (Forms AG, Bl and CA 200) forwarded to the SDSW shall be accompanied by two copies of a transmittal listing names, state case numbers and beginning date of aid. If the state case number is not available, documents will be listed alphabetically.

A separate transmittal will be used for each category of aid and for each board action date. Notices of Change and applications may not be forwarded on the same transmittal. Cases listed on transmittals shall be in state case number order, with the exception that cases which have not yet been assigned state numbers shall be listed in alphabetical order.

Transmittals for each category of aid shall be numbered consecutively and on each last transmittal affecting any month's claim, there shall be a certification to the effect that this transmittal completes all of the documents acted upon by the board of supervisors during that month.

Automatic restorations shall be reported together with other notices of change during the month in which the restoration takes place.

On one copy of the transmittal the SDSW will acknowledge receipt of the document transmittal and return it to the sender. Any omissions, overcharges or errors will be noted on the receipted copy. (W&IC 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

1. Such services are not performed incident to other public functions;
2. The county has conformed to the requirements of the merit system in the employment of welfare personnel. (SEE CHAPTER 070-00, WELFARE PERSONNEL STANDARDS);
3. Such services are rendered during the period of pending and continuing eligibility and for a reasonable period after the cessation of the money payment.

Costs of services may be reported for purposes of securing Federal matching in respect to:

1. Information, analysis, investigation, consultation planning and referral, including the cost of transportation and other expenses necessary to enable the applicant or recipient to receive technical services in respect to legal, medical and social problems; excluding the cost of legal, medical, educational, rehabilitative and remedial services that go beyond consultation, diagnosis and planning;
2. Costs of mental and physical examinations and other diagnostic services necessary to determine the mental or physical condition of the applicant or recipient or of a member of the household affecting his health and well-being, including expenses necessary to secure the service, but excluding the costs of medical treatment;
3. Costs of services, including consultation and arrangements for counsel, necessary in the adjustment of legal problems of the applicant or recipient of public assistance, including the official fees, the costs of documents and other expenses necessary to secure the service, but excluding attorney's fees and the costs of judicial proceedings except as provided in 4; and
4. Costs of guardianship proceedings for applicants or recipients of public assistance. (FSS-ADMIN.)

645-11 EXPENDITURES FOR WARRANT WRITING SERVICES
OAS, ANB, ANC

645-11

Federal participation may be claimed by the counties in administrative expenditures incurred in the preparation, writing and mailing of warrants for OAS, ANB, and ANC. In all cases the responsibility for the determination of the legality of such claims in respect to county ordinances, rests with each individual county and such determination shall be made prior to claiming Federal participation.

The appropriation from which the expenditures are made shall be the governing factor as to whether Federal participation shall be claimed along with other welfare expenses or whether a "unit cost" is to be used. Expenditures for salaries and wages, postage, envelopes and/or warrants which are made from funds

(Section Continued on Next Page)

**645-02 EXPENDITURES FOR PURPOSES OF ADMINISTRATION
OAS, ANB, ANC****645-02**

An expenditure for purposes of administration must be for purposes other than "assistance" (cash or kind), must be directly pertinent or reasonably related to the provision of assistance in the category to which it is allocated, and must not be properly chargeable to another program or to any form of assistance as such. (FSS-Admin.)

The usual activities involving costs of public assistance administration for which Federal participation may be claimed are:

1. Supervising the operation of public assistance programs;
2. Developing, evaluating, and modifying standards of operation;
3. Maintaining social, financial, and statistical records;
4. Preparing and presenting information to official bodies and the public;
5. Determining the original and continued eligibility of individuals for financial assistance and ascertaining the amount of assistance to be granted; e.g.:
 - a. The cost of blind eye examinations. (See Secs. 180-15, Determination of Degree of Blindness; 180-50, Reexamination of Eyes to Determine Continued Eligibility; 235-00, Physician's Reports of Eye Examinations; and 645-31, Expenditures for Eye Examinations.)
 - b. The cost of \$1.00 for search of draft records. (See Sec. 107-85, Draft Board Records as Age Evidence.)
 - c. The cost of search of census records, \$1.00 for routine search or \$3.00 provided the circumstances justify a special search. (See Sec. 107-65, U. S. Census Records as Age Evidence.)
6. Providing such financial assistance. (W&IC 1553, 2186, 3087; FSS-Admin.)

**645-06 EXPENDITURES FOR PERSONAL SERVICES
OAS, ANB, ANC****645-06**

Federal participation may be claimed in monies paid to employees engaged in administration of cases eligible to Federal aid for OAS, ANB, and ANC for personal services rendered the individual applicant or recipient to assure him the maximum benefit from the money payment in relation to personal, family, and community resources provided that the following conditions are true:

(Section Continued on Next Page)

645-45 SALARIES PAID DURING PERIODS OF LEAVE OR OTHER ABSENCE
OAS, ANB, ANC

645-45

Claim may be made for salaries paid employees of county welfare department during period of leave with pay in accordance with merit system rules and regulations as set forth in Chapter 070-00, Welfare Personnel Standards.

For each county employee granted leave or other absence in accordance with Merit System rules and regulations there shall be currently maintained the vacation and sick leave record provided on Form DFA 43, County Employee's Monthly Time Record, in the event no other approved record of sick leave or vacation is maintained. The record shall be completed in detail showing available leave at the beginning of the month, increases and decreases during the month and the amount of leave available at the end of the month. The amount of leave available at the end of the month shall then be recorded on the next month's Form DFA 43, or other approved personnel record. (See Sec. 645-81, Categories Under Which Time is Recorded.) (WIC 1560, 2140, 3075; FSS-Admin.)

645-50 COMPUTING LESS THAN FULL MONTHLY SALARY
OAS, ANB, ANC

645-50

When an employee works part-time, or is on pay roll less than a calendar month, whether or not this constitutes the entire period of his employment, his salary, unless on per diem or hourly basis, shall be based on the actual number of calendar days in the month, unless county rules and regulations provide otherwise. Reciprocal tables devised by SDSW may be used for salary computation. Briefly, $\frac{\text{days on pay roll}}{\text{days in the month}} \times \text{monthly salary} = \text{salary or wage due}$.

Example A: An employee hired to begin work the morning of September 16 at the monthly salary of \$90 receives \$45, computable as follows: $15/30 \times \$90 = \45 .

When an employee works regularly on an intermittent basis at a full monthly rate of pay, his salary may be computed as follows:

$\frac{\text{hours worked}}{\text{work hours in month (actual or average)}} \times \text{monthly salary} = \text{salary or wage due}$.

Example B: An employee works September 16, 18, 19, 23, 25, 27 at a monthly salary of \$100 receives \$26.25 computed as follows: $42/160 \times 100 = \$26.25$.

When a merit system employee not paid on an hourly or per diem basis is absent without pay on the last work day of the week and returns to work on the morning of the first work day of the following week or the morning after a holiday, he may be paid for Saturday and Sunday or the holiday, if no county-wide ordinance exists to the contrary.

(Section Continued on Next Page)

**645-39 EXPENDITURES FOR RENT OF COUNTY OFFICES
OAS, ANB, ANC**

645-39

Expenditures incurred by a county government in providing adequate office space for local public assistance operations will generally be expenses for which Federal matching may be claimed.

Rent in Privately Owned Buildings.

Payments of rent, and of service and maintenance costs as defined above, in privately owned buildings will be subject to Federal participation provided:

1. Benefit of the expenditure was received by the state or local public assistance agency; and
2. Payments are in accordance with the cost of comparable space and facilities in the community.

Service and Maintenance Costs in Lieu of Rent in Public Buildings.

Federal participation is available to meet costs incurred by local governments in lieu of rent for quarters occupied provided certain conditions are met.

In each instance in which Federal matching is claimed for service and maintenance costs in lieu of rent in public buildings it is required that the county submit with its initial claim full information regarding the expenditures. The allowance of Federal funds under this classification is dependent upon the information received from the counties.

Information in detail required from the county with its initial claim is:

1. Location of building. If the building is also occupied by another agency, indicate this fact.
2. The number of square feet of space in the building and the number occupied by the public assistance agency.
3. The elements of cost to be included (i.e. maintenance, light, heat, janitor services, etc.). If depreciation is included, describe basis on which the charge is made.
4. The monthly amount to be charged for the space occupied and the basis for arriving at the charge. If the building is occupied by agencies other than the public assistance agency, indicate average monthly total cost for the building and the basis for prorating costs to the public assistance agency.
5. The prevailing rental per square foot for similar suitable commercial space with comparable service and facilities.

Such service and maintenance expense may include costs of heat, light, power, insurance, elevator service, janitor service, cleaning, painting, decorating, and maintenance repairs. These expenses may be charged on the basis of a uniform monthly per square foot charge, provided the unit cost is a reasonable approximation of such expenses over a long-run period, and in no instance would exceed the cost of rent for such space. (FSS-Admin.)

645-51 (Continued)

645-51

Purchases affected by the retailer's excise tax exemption will probably not be numerous because an agency is not likely to purchase many items to which that tax applies. However, clocks, certain types of fountain pens, and leather and imitation leather brief cases are among the items which might be purchased by an agency.

With respect to the manufacturers' excise tax, if the goods are purchased from a dealer rather than from the manufacturer, it might be necessary for the amount of the tax to be included in the purchase price. In this event the agency should take proper steps to obtain refunds.

The exemption with respect to the tax on transportation of property applies where the agency is either the consignor or consignee. However, if an agency purchases goods from a dealer, but priced f.o.b. factory, and the goods have been consigned by the factory to the dealer rather than the agency, the exemption does not apply to that transportation.

In accordance with the Comptroller General's opinion of June 19, 1942 (21 Comp. Gen. 1119) it has been determined that Federal funds granted under Titles I, III, IV, and X of the Social Security Act, as amended, may be used for the payment to state sales taxes which are legally required to be paid to vendors in connection with purchases of supplies or services necessary for the proper and efficient administration of public assistance programs, without regard to whether the legal incidence of the tax is held to be imposed upon the vendor or the vendee.

When taxes are paid by the agency which are not matchable from Federal funds, the total amount of expenditure is to appear in the "Gross Total Expenditures" column on the administrative expense worksheet for maintenance and operation and capital outlay. The amount of tax is to be shown in the next column, "Less: Extraneous Expenditures." The net amount matchable with Federal funds is then shown in the third column, "Total Allocable Expenditures." (FSS-Admin.)

645-50 (Continued)

645-50

If the employee does not return to work on the morning of the first work day in the week or the morning after a holiday, he may be paid for Saturday and Sunday or the holiday, providing he was not absent without pay on the last work day of the preceding week or on the day before the holiday and there is no existing county-wide ordinance to the contrary.

In no case will an employee be paid for Saturday and Sunday or holiday when he was absent without pay on the last required work day in the week as well as on the first work day of the following week and when he was absent without pay the day before and the day after a holiday.

Summary of County Employees Paid Less than Full Time Monthly Salary (Form DFA 64B) is completed for any employee whose salary is computed under the provisions of this section. (WIC 1560, 2140, 3075; FSS-Admin.)

645-51 EXPENDITURES FOR TAXES
OAS, ANB, ANC

645-51

Expenditures made by an agency of funds made available under Titles I, III, IV, and X of the Social Security Act, as amended, for the payment of certain taxes explained below are not considered as necessary for proper and efficient administration and are not allowable from, or matchable with, Federal funds.

States, territories, political subdivisions, and the District of Columbia are specifically exempted from all of the Federal taxes on sales, services, and facilities imposed by the following provisions of the Internal Revenue Code, as amended:

Chapter 20 - Manufacturers' Excise Taxes

Chapter 19 - Retailers' Excise Taxes

Section 3469 and 3475 - Tax on Transportation of Persons or Property

Section 3465 - Tax on Telephone Services and Telephone, Telegraph, Cable Radio Messages, or Leased Wires (including teletype, burglar and fire alarm services)

Examples of articles covered by Chapter 29 of the Internal Revenue Code but which are not subject to the manufacturers' excise tax when purchased by an agency are:

Business machines, automobiles, automobile parts, tires, inner-tubes, gasoline, lubricating oil, electric gas and oil appliances (including fans, air circulators and heaters), electric light bulbs and tubes, electrical energy, leather and imitation leather brief cases.

(Section Continued on Next Page)

645-61 ABATEMENTS FROM SELF-SUPPORTING ACTIVITIES 645-61
OAS, ANB, ANC

When a county claims for costs of administration of any activity which is either wholly or partially self-supporting, revenue received from the activity shall be reported to the SDSW as an abatement of expenses applicable to such activity. Any form of abatement, such as rebates, refunds, merchandise returns, etc., shall be reported in the following manner:

The county reports the total amount of the payment to be applied to each month and the programs to be credited, the SDSW makes allocation of costs and adjusts the net amounts on administrative claims for the current month. (FSS-ADMIN.)

645-66 EXPENDITURES FOR AUTOMOTIVE PURCHASE AND MAINTENANCE AND 645-66
OPERATION
OAS, ANB, ANCPurchase

Federal participation may be claimed for expenditures made by the county for automobiles which are to be used by the county welfare department. The purchase price will be listed as a capital outlay item under Gross Expenditures on the Maintenance and Operation and Capital Outlay Worksheet (DFA 64A). The non-allocable portion of the payment (taxes, etc.) shall be posted to Extraneous Expenditures and the allocable portion if not directly allocable to programs will be posted to Over-All Expenditures.

If an automobile has been traded in and a newer one received, the added cost of the transaction may be allocated to Over-All.

The amount of abatement received from transfer of an automobile which is not to be replaced will be handled as an abatement at the date of transfer.

The sale of an automobile will be handled as an abatement of expenses.

Maintenance and Operation of Automotive Equipment

The county welfare department may claim Federal participation for the expense incurred in the maintenance and operation of automobiles used in conjunction with the administration of assistance programs eligible for Federal participation.

In the event the county welfare department draws its vehicles from a county operated "motor-pool", the welfare department may claim for Federal participation for its share of the expense of the "pool" provided the welfare department prorate is made in a manner which equitably and fairly charges them for their share of the cost and provided adequate records are maintained which are readily accessible for audit or review.

Automotive upkeep expense will be listed as a maintenance and operation expense and where not directly allocable to a program shall be posted to Over-All Expenditures and allocated as such. (FSS-ADMIN.)

**645-55 EXPENDITURES FOR COST OF MEMBERSHIPS IN ORGANIZATIONS
OAS, ANB, ANC**

645-55

Federal participation may be claimed for the cost of memberships in organizations providing services for the advancement of health, welfare and community organization activities, including Merit System Agency membership in organizations providing services for the advancement of personnel administration. These costs will be deemed necessary for proper and efficient administration if these conditions are met:

1. The expenditure is permissible under law;
2. The expenditure is **only** for agency memberships, not individual memberships;
3. The membership is in a nonprofit international, national, State or local organization;
4. The services provided are reasonably related to the administration of the particular program;
5. The cost of the membership is reasonably related to the value of the services or benefits received; and
6. The expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation. (FSS-Admin.)

**645-96 REPORTING OF COST OF ADMINISTRATION
OAS, ANB, ANC****645-96**

Reporting of administrative expenditures should be effected by the cash flow method; that is, upon the basis of bills paid during the month irrespective of the month to which the particular expense is applicable. Reporting of expenditures based upon budget encumbrance or obligations incurred is not preferred for the purpose of claiming reimbursement in the public assistance programs inasmuch as these systems do not show actual expenditures.

When a county makes a change from one basis to another in the reporting of its expenditures, there shall be no duplication in the claims for matching any item of expense. (FSS-Admin.)

**646-80 FORMS USED IN ADMINISTRATIVE EXPENSE CLAIMS
OAS, ANB, ANC****646-80**

Claims for administrative expense shall be submitted immediately after close of each month. A separate claim shall be submitted for each calendar month. (See Secs. 601-00, Quarterly Estimates of Expenditures for Aid and Administration; 601-10, Quarterly Adjustment of Funds; 628-10, State Audit or Aid Claims; and 628-20, Aid Claim Correction.) (W&IC 1560, 2140, 3075; FSS-Admin.)

Monthly administrative expense claims consist of the following affidavits and worksheets:

AFFIDAVITS

Administrative Expense Affidavit (Forms Ag 807, Bl 807, CA 807, BHA-80, and BHC-80) on which county or agency officers attest to the amount of participation due for administrative expenses, shall be submitted in duplicate. (See Example in Sec. 646-99, Administrative Expense Forms.)

AGED

Form Ag 807 used when a county claims reimbursement for expenses incurred in the administration of the OAS program.

Item 1 is the total amount paid by county for administration of OAS only.

Item 2 is the net amount claimed for reimbursement of expenditures from Federal funds for OAS. This amount is equal to one-half of Item 1.

(Section Continued on Next Page)

645-81 (Continued)

645-81

Extraneous Activities (Ex.). Time shall be charged to this activity when it is spent on a category which is not a welfare program or which does not come under the jurisdiction of the county welfare department. If an employee regularly devotes a portion of his time to welfare duties and a portion to extraneous activity, such as work in the county auditor's or treasurer's office, and his salary is paid from the various budgets according to an arbitrarily fixed ratio, the maintenance of a time record by such an employee serves as a test of the ratio used and assists the county in appraising the method of apportionment. (See Sec. 645-20, Expenditures for Personal Services.)

Other Combinations (O.C.). Time shall be charged to this category by employees who work on a special combination of programs when the component programs are integrated in the work of the employee to the extent that it is not possible for him to segregate his time among individual programs. The employee charges his time under this caption, specifying the programs involved, such as Ag, Bl-el; Ag, CA-inel; Ag, GR, CA-el, etc.

A more detailed breakdown of any or all welfare programs may be made by a county if administratively desirable, but the foregoing segregation is the minimum necessary for proper claiming of Federal participation.

Travel Time (Tr.). Time charged here includes all time spent en-route to or from a destination in furtherance of official duties and does not include time spent at destination.

Other Non-Allocable Time (NA). This category includes such time as cannot be identified with any activity or program, such as time in attendance at a conference of a general nature where the employee does not actively participate on behalf of any particular program.

Vacation. Time shall be charged to this item during period of vacation granted in accordance with merit system rules and regulations as set forth in Chapter 070-00, Welfare Personnel Standards.

Sick Leave. Time shall be charged to this item during periods of sick leave granted in accordance with merit system rules and regulations as set forth in Chapter 070-00.

Other Time Off. Time shall be charged to this item when absence of employee is not chargeable to Vacation or Sick Leave and is due to holidays or other leave with pay granted in accordance with merit system rules and regulations as set forth in Chapter 070-00. (WIC 1560, 2140, 3075; FSS-Admin.)

646-80 (Continued)

646-80

BOARDING HOMES FOR AGED

Form BHA 80 used to record the total expenditures made by county for Aged Boarding Home Administration (Column 5 Form DFA 64A) and also to record the number of valid licenses during the month (same as Total on Form BHA 83) to secure reimbursement for inspection and licensing services rendered under Sec. 2302 of the W&IC.

Form BHA 83, List of Licenses to support Affidavit (BHA 80). Submit two copies. Provides columns for (1) Case Number and (2) Name of Licensee. Used by county or agency seeking reimbursement for Inspection and Licensing Services rendered under Sec. 2302 of the W&IC.

BOARDING HOMES FOR CHILDREN

Form BHC 80 used to record the total expenditures made by county for Children's Boarding Home Administration (Column 10, Form DFA 64A) and to record the number of valid licenses during the month (same as Total on BHC 83) to secure reimbursement for inspection and licensing services rendered under Sec. 1622 of the W&IC.

Form BHC 83, List of Licenses to support Affidavit (BHC 80). Submit two copies. Provides columns for (1) Case Number and (2) Name of Licensee. Used by county or agency seeking reimbursement for Inspection and Licensing Services rendered under Sec. 1622 of the W&IC.

CIVILIAN WAR ASSISTANCE

Form WS-3 used when a county claims reimbursement for funds expended in the local administration of War Services programs.

ADOPTIONS

Form Ad 807 used when a county claims reimbursement for expenses incurred in administering the adoption program.

WORKSHEETS

Form DFA 64, Administrative Expense Worksheet - Salaries and Wages, shall be submitted in triplicate. This form shows allocation of expenditures based on Monthly Time Record (Form DFA 43), for salaries and wages paid full and/or part time employees. (See Form DFA64 in Sec. 646-99, Administrative Expense Forms.)

Name and Classification Title of each Employee: List the name as it appears on county pay roll records and the abbreviated classification title of each employee. Abbreviations used shall be those shown in Glossary - Merit System Classification Abbreviations.

(Section Continued on Next Page)

646-80 (Continued)

646-80

BLINDForm BL 807

Item 1 is the total administrative expense incurred for all blind persons under the ANB and APSB laws for the month.

Item 2 is the total administrative expense incurred for ineligible cases.

Item 3 is the total administrative expense incurred for all blind cases eligible to Federal aid.

Item 4 is the total amount due from Federal funds for administrative expenses.

CHILDRENForm CA 807

Item 1 is the total administrative expense incurred for all children's cases under the ANC law for the month.

Item 2 is the total administrative expense incurred for ineligible cases.

Item 3 is the total administrative expense incurred for all children's cases eligible to Federal aid.

Item 4 is the total amount due from Federal funds for administrative expenses.

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
March 29, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of Department Bulletin No. 318 (OAS) issued by the State Department of Social Welfare. These regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon it under Sections 103, 103.5, 103.6 and 114b of the Welfare Institutions Code and are filed in accordance with provisions of Section 11381 of the Government Code.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

1948 MAR 30 AM 8 20

468-115
Attachment
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Chas. M. Blum
(Signature)

Director
(Title)

3/29/48
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
March 26, 1948

DEPARTMENT BULLETIN NO. 318 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security
Budget Schedule

The Social Welfare Board on March 19, 1948, adopted a revised budget schedule as shown below:

Food	\$27.15	(Increase 75% to \$47.50 if all meals purchased in restaurants.)
Housing, as paid, for example	20.00	
Utilities as paid, or the following minima:		
Electricity	1.20	
Gas	1.85	
Water	1.40	
Garbage Removal	.50	
Other, for example, heat	3.15	
Household Operation	3.95	
Clothing	6.10	
Incidentals & Personal Needs	10.00	
Transportation	3.00	
Other needs, such as medical care in the amount of actual cost	-	
	<u>\$78.30</u>	

FILED

In the office of the Secretary of State
of the State of California

MAR 30 1948

At 8:30 o'clock A. M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

The revised budget shall be substituted for the Budget Schedule appearing in the Manual of Policies and Procedures, Sec. 155-25, and appropriate revision to that section will follow in the near future.

The revised budget schedule shall become effective July 1, 1948.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
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948 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14

March 31, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
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1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

in the office of the Secretary of State
of the State of California

MAR 31 1948

At 2 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By

Assistant Secretary of State

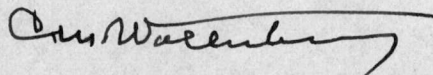
My dear Mr. Jordan:

Attached are three copies of the following regulations issued by the State Department of Social Welfare with Boarding Home Manual Letter No. 101.

These regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103, and are being filed in accordance with Section 11381 of the Government Code.

These regulations were adopted by the State Social Welfare Board as emergency measures to be effective immediately since this has been found necessary for the immediate preservation of the public peace, health, and safety or general welfare, notice and public procedure there on being impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b65
Attachments

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

March 25, 1948

162

BOARDING HOME MANUAL LETTER NO. 10

FILED

in the office of the Secretary of State
of the State of California

MAR 31 1948

At 3 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert F. Jordan
Assistant Secretary of State

The attached revisions numbered 39 through 44 are to be entered in your copy of the Manual of Boarding Homes for Aged and Children and the revision numbers canceled on the inside of the manual cover.

These revisions were approved by the Social Welfare Board on March 19, 1948 and are effective on April 1, 1948.

Sec. IX-310 is a new section regarding subvention and termination of license.

Sec. IX-340 is a new section providing for the allowance of claims according to the licenses on file with the SDSW.

The method of reimbursement given in Sec. IX-305 has been revised as a result of the Federal Social Security Administration's decision not to participate in the cost of aged boarding home inspection and licensing services.

Revised Forms BHA and BHC 80, 82, and 83 are being issued. Instructions for the completion of these forms are given in Sec. IX-400.

In Appendix VII strike out "(Revised August, 1946)" in heading A.

IX-305 METHOD OF REIMBURSEMENT

IX-305

Effective October 1, 1947, the amount of state subvention for either Aged or Children's Boarding Home Inspection and Licensing Services is based on the amount of expenditures reported on the Administrative Expense Worksheet, (Forms DFA 64 and DFA 64A), but not to exceed the Basis for State Participation, namely, the number of valid licenses multiplied by \$4.00.

For purposes of claiming subvention, a license issued or in effect on the first day of the month is considered a valid license for that month, even though it may expire or otherwise terminate during the month. A license issued after the first day of the month is not considered a valid license until the first of the following month. (See Sec. V-440, Effective Date of License.)

For Example:

- A. A license issued on January 1, 1948, should be reported on the January, 1948, claim because the license was in effect on the first day of the month.
- B. A license issued on January 2, 1948, should not be reported on the claim until February, 1948, as the license was not in effect on the first day of the prior month.
- C. A license that was issued January 2, 1947, and expires on January 1, 1948, should be reported on the January, 1948, claim because the license was in effect on the first day of the month.

A duplicate copy of the license issued by the accredited licensing agency must be on file with the SDSW to substantiate the number of valid licenses reported for the Basis for State Participation under Item 2, Forms BHA 80 and BHC 80. (See Sec. V-440, Effective Date of License.)

Examples for compiling items pertaining to the Aged and Children's Boarding Home Affidavits, Form BHA 80 and BHC 80, are listed below:

- A. 1 - Total amount paid by agency for Boarding Home administration \$500.00
(Amount reported on Administrative Expense Worksheet, Form DFA 64A.)
- 2 - Basis for State Participation (Number of valid licenses, \$400.00
e.g., 100, times \$4.00)
- 3 - Amount due from state funds (Since the actual cost of \$400.00
administration exceeded the Basis for State Participation,
only the state basis, \$400.00, can be claimed.)



(Section Continued on Next Page)

CHAPTER IX

FINANCIAL POLICIES AND PROCEDURES

IX-100 SUBVENTION FOR COSTS OF ACCREDITED LICENSING AGENCY

IX-100

Sections 1622 and 2302, W&IC provide:

".....The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State in the amount found necessary by the SDSW for proper and efficient administration, but not to exceed four dollars (\$4) per month per license. Claims shall be filed with the department at the times and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be born by the State."

IX-150 ELIGIBILITY TO SUBVENTION

IX-150

Subvention for costs is available to those cities and counties which have entered into a written contract with the SDSW, pursuant to which contract an accredited city or county agency inspects and licenses specified types of boarding homes. No subvention is available for costs of accredited agencies which inspect but do not license boarding homes. (See Chapter II, Delegation to Local Agencies)

IX-200 MONTHLY CLAIMS

IX-200

Subvention is claimed from the State by means of claims filed at the end of each month in accordance with the following sections.

IX-250 TIME LIMIT ON FILING OF MONTHLY CLAIMS

IX-250

Claims shall be submitted to the SDSW, 616 K Street, Sacramento, by the tenth day of the month following the end of the calendar month.

IX-330 NOTIFICATION TO SDSW OF DISCONTINUANCE OF LICENSE

IX-330

When a license is discontinued for any reason other than expiration of license (e.g., change in ownership or operation, change in address, death of licensee, revocation, or voluntary discontinuance), notification shall be made to the SDSW on Form BHA 82, Notice of Discontinuance of Aged Boarding Home Licenses, and Form BHC 82, Notice of Discontinuance of Children's Boarding Home Licenses, and one copy of such notification shall accompany the Monthly Affidavit. (Forms BHA-80 and BHC-80 submitted to the SDSW.)

IX-340 STATE AUDIT OF CLAIMS

IX-340

Boarding home subvention claims are allowed according to the authorization in the SDSW files at the time of audit. All documents shall be forwarded to the SDSW immediately.

Boarding home subvention claims will be approved and certified to the State Controller by SDSW on the basis of documents on file on the date of the office audit of the claim. Disallowance due to the absence of proper supporting documents in SDSW files will be identified on the claim correction letter as reclaimable upon submission of such documents, in accordance with the rules and regulations of the SDSW.

Reclaimed items shall appear on regular supplemental payrolls and shall be cross-referenced to the claim correction letter carrying the disallowance. Reclaim for amounts disallowed under this section must be made within a three months' period immediately following the month in which the disallowance was reported to the county on the claim correction letter.

Example: On the January, 1948, subvention claim a case is reported; however, authorization on file shows that the license expired December 15, 1947, and was not renewed. January subvention is disallowed for this case and is reported to the county on claim correction letter dated February 17, 1948. The county may reclaim this amount upon submission of a boarding home license that has been issued on or before January 1, 1948. (Such reclaim must be submitted prior to May 31, 1948 (February, March, or April, 1948, claims).)

Both office and field audits performed by SDSW may be on a test-check basis. All claims passed by SDSW are subject to later adjustment on a current claim upon discovery of an error during subsequent audit.

A claim letter notifies the counties of the corrections and changes in amounts made during the audit of the boarding home subvention claims by the SDSW. If there are no changes made on the boarding home subvention claim during the audit, no claim correction letter is sent to the county. The reason for each change or correction is given to assist the counties in correcting continuing errors and to demonstrate the correct method of computing claims. The county financial records should be reconciled to the claim correction letters so that the records of the state and the accredited agency are in agreement. Questions should be immediately taken up with the SDSW.

IX-305 (Continued)

IX-305

- | | |
|---|----------|
| B. 1 - Total amount paid by agency for Boarding Home Administration (Amount reported on Administrative Expense Worksheet, Form DFA 64A.) | \$300.00 |
| 2 - Basis for State Participation (Number of valid licenses, e.g., 100, times \$4.00.) | \$400.00 |
| 3 - Amount due from state funds (Since \$300.00 was the actual cost of administration for this program, only \$300.00 would be allowed from state funds even though the state basis exceeds this amount.) | \$300.00 |

If no expenditures are reported for these programs on the Administrative Expense Worksheet (Forms DFA 64 and DFA 64A), no reimbursement can be allowed for claims for reimbursement for Aged and Children's Boarding Home Inspection and Licensing Services.

IX-310 TERMINATION OF LICENSE

IX-310

Subvention will not be allowed for any period subsequent to the month in which the license terminated. A license terminates under any of the following conditions:

1. Death of licensee.
2. Change of operator. (See Sec. V-630, License Not Transferable.)
3. Change of location. (See Sec. V-640, Change of Address.)
4. Lapse of one year after the date of issuance. (Example: License issued 4/1/47 Expires 3/31/48. (See Sec. V-440, Effective Date of License.))
5. Change in status of specific person, if license issued for care of specified person only:
 - A. Death of person for whose care license was issued.
 - B. Child specified on license reaches 16th birthday.
 - C. Child specified on license is legally adopted by foster parents; i.e., decree of adoption is granted by the court. (See Sec. I-800, When License is Not Required, re: adoptive homes.)
6. Revocation of license. (See Sec. V-700, Revocation of License.)
7. Voluntary relinquishment of license. (See Sec. V-590, Voluntary Discontinuance.)

IX-400 INSTRUCTIONS FOR COMPILING FORMS

IX-400

Form BHA-80, Aged Affidavit.

- Item 1. Total amount paid by county for Aged Boarding Home administration. Enter the total expenditures for this program reported on the administrative expense worksheet for Salaries and Wages and Maintenance and Operation. (Same as Total Column 5, Form DFA 64A.)
2. Basis for State Participation. Enter the number of valid licenses reported on Form BHA-83 and arrive at the amount by multiplying the total number of valid licenses by four dollars (\$4.00).
3. Amount Due from State Funds. This amount should be the same as the actual cost (Item 1 above) but must not exceed the basis for state participation (Item 2 above).

Form BHC-80, Children's Affidavit.

- Item 1. Total amount paid by county for Children's Boarding Home Administration. Enter the total expenditures for this program reported on the administrative expense worksheet for Salaries and Wages and Maintenance and Operation. (Same as Total Column 10, Form DFA 64A.)
2. Basis for State Participation. Enter the number of valid licenses reported on Form BHC-83 and arrive at the amount by multiplying the total number of valid licenses by four dollars (\$4.00).
3. Amount Due from State Funds. This amount should be the same as the actual cost (Item 1 above) but must not exceed the basis for state participation (Item 2 above).

Forms BHA-80 and BHC-80 are affidavits and must carry the signature of the executive officer of the accredited licensing agency (e.g., County Welfare Director). The signature must be attested by a County Clerk, Notary Public, or other person authorized to administer oaths.

(Section Continued on Next Page)



IX-350 FORMS TO BE USED IN FILING CLAIMS

IX-350

Claims for subvention will be honored by the SDSW only if filed on the forms prescribed by the SDSW, viz.:

Form BHA-30.1, License to Conduct a Boarding Home for Aged Persons.

Form BHC-30.1, License to Conduct a Boarding Home for Children.

Form BHA-80, Affidavit - Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 2302 of the Welfare and Institutions Code.

Form BHC-80, Affidavit - Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered under Section 1622 of the Welfare and Institutions Code.

Form BHA-82, Notice of Discontinuance of Aged Boarding Home Licenses.

Form BHC-82, Notice of Discontinuance of Children's Boarding Home Licenses.

Form BHA-83, Boarding Homes for the Aged - List of Licenses to Support Item 2 - Form BHA-80.

Form BHC-83, Boarding Homes for Children - List of Licenses to Support Item 2 - Form BHC-80.

(See forms at end of Chapter IX)

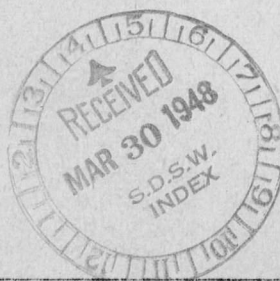
IX-500 SEGREGATION OF AGED AND CHILDREN'S BOARDING HOME ADMINISTRATION
COSTS

IX-500

Accredited licensing and inspection agencies engaged in the administration of the Aged and Children's Boarding Home program shall maintain such records as are necessary to segregate the costs of this program. Monthly reports shall be forwarded to the SDSW.

For accredited licensing and inspection agencies which are county welfare departments, instructions for the maintenance of records and the submission of reports, as set forth in the SDSW Manual of Policies and Procedures, shall be followed.

For accredited licensing agencies which are not county welfare departments, plans for the maintenance of such records and for the submission of reports shall be developed by the SDSW in cooperation with the individual agencies.



IX-400 (Continued)

IX-400

Forms BHA-82 and BHC-82, Notice of Discontinuance of License.

Column 1. Enter case number and symbol (BHA or BHC) used by agency in identifying case.

Column 2. Enter full name of licensee exactly as it appeared on license.

Column 3. Enter date license terminated.

Column 4. Enter reason for discontinuance.

Forms BHA-83 and BHC-83, List of Licenses to Support Item 2, Forms BHA-80 and BHC-80.

Column 1. Enter case number and symbol (e.g., BHA or BHC) used by the agency in identifying cases.

Column 2. Enter the full name of the licensee exactly as it appears on the license issued.

Entries on Forms BHA-83 and BHC-83 shall be made in case numerical order, double spaced.

Forms BHA-30.1 and BHC-30.1, License to Conduct a Boarding Home.

see V-440 to V-470 inclusive.

IX-450 PURCHASE OF FORMS

IX-450

Forms BHA-30.1, BHC-30.1, BHA-80, BHC-80, BHA-82 and BHC-82, BHA-83, and BHC-83 may be procured at cost from the State Bureau of Purchases, Supply Department, State Office Building No. 1, Sacramento, California.

The accredited agencies may print or have printed these forms through local facilities, provided no deviations are made from the prescribed forms unless expressly approved in writing by the SDSW.

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING
SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE

BOARDING HOMES FOR THE AGED

FROM _____ ACCREDITED AGENCY

FOR THE MONTH OF _____ 19____ FISCAL YEAR
(FOR STATE USE ONLY)

1. TOTAL AMOUNT PAID BY AGENCY FOR AGED
BOARDING HOME ADMINISTRATION.
(TOTAL COL. 5, FORM DFA 64A) \$ _____
2. BASIS FOR STATE PARTICIPATION
(NO. OF VALID LICENSES _____ x \$4.00)= \$ _____
(SAME AS TOTAL ON BHA85)
3. AMOUNT DUE FROM STATE FUNDS
(ITEM 1 ABOVE BUT NOT TO EXCEED
ITEM 2) \$ _____

FOR STATE USE ONLY

4. STATE SHARE OF ADJUSTMENTS \$ _____
5. ADJUSTED AMOUNT DUE FROM STATE FUNDS \$ _____

STATE OF CALIFORNIA

COUNTY OF _____) ss.

I, _____, BEING DULY SWORN, DEPOSE AND SAY: THAT
I AM THE EXECUTIVE OFFICER OF THE AGENCY ACCREDITED AND APPROVED BY THE STATE DEPARTMENT OF SOCIAL WELFARE
TO PERFORM INSPECTION AND LICENSING FUNCTIONS UNDER CHAPTER 11, DIVISION 3 OF THE WELFARE AND INSTITUTIONS
CODE. THAT I HAVE FULLY COMPLIED WITH THE LAW, RULES AND REGULATIONS GOVERNING THESE INSPECTION AND LICEN-
SING FUNCTIONS. THAT THE LICENSEES WHOSE NAMES APPEAR ON THE REPORT HERETO ATTACHED HELD VALID LICENSES
ON THE FIRST DAY OF THE MONTH FOR WHICH REIMBURSEMENT IS HEREBY CLAIMED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

OF _____, 19____

EXECUTIVE OFFICER OF THE ACCREDITED AGENCY

TITLE _____

TITLE _____

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST SUPPORT-
ING DOCUMENTARY EVIDENCE AND, SUBJECT TO FIELD
AUDIT, IS APPROVED FOR PAYMENT.

SUPERVISOR, BUREAU OF AUDITS

DATE _____

CLAIM
NUMBER

DATE
RELEASED

SIGNATURE

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING
SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE

BOARDING HOMES FOR THE AGED

FROM _____ ACCREDITED AGENCY

FOR THE MONTH OF _____ 19____ FISCAL YEAR
(FOR STATE USE ONLY)

1. TOTAL AMOUNT PAID BY AGENCY FOR AGED
BOARDING HOME ADMINISTRATION.
(TOTAL COL. 5, FORM DFA 64A) \$ _____
2. BASIS FOR STATE PARTICIPATION
(No. of valid licenses _____ x \$4.00) = \$ _____
(SAME AS TOTAL ON BHA83)
3. AMOUNT DUE FROM STATE FUNDS \$ _____
(ITEM 1 ABOVE BUT NOT TO EXCEED
ITEM 2)

FOR STATE USE ONLY

4. STATE SHARE OF ADJUSTMENTS \$ _____
5. ADJUSTED AMOUNT DUE FROM STATE FUNDS \$ _____

STATE OF CALIFORNIA

COUNTY OF _____)
SS.

I, _____, BEING DULY SWORN, DEPOSE AND SAY: THAT
I AM THE EXECUTIVE OFFICER OF THE AGENCY ACCREDITED AND APPROVED BY THE STATE DEPARTMENT OF SOCIAL WELFARE
TO PERFORM INSPECTION AND LICENSING FUNCTIONS UNDER CHAPTER 11, DIVISION 3 OF THE WELFARE AND INSTITUTIONS
CODE. THAT I HAVE FULLY COMPLIED WITH THE LAW, RULES AND REGULATIONS GOVERNING THESE INSPECTION AND LICEN-
SING FUNCTIONS. THAT THE LICENSEES WHOSE NAMES APPEAR ON THE REPORT HERETO ATTACHED HELD VALID LICENSES
ON THE FIRST DAY OF THE MONTH FOR WHICH REIMBURSEMENT IS HEREBY CLAIMED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

OF _____, 19____

EXECUTIVE OFFICER OF THE ACCREDITED AGENCY

TITLE _____

TITLE _____

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST SUPPORT-
ING DOCUMENTARY EVIDENCE AND, SUBJECT TO FIELD
AUDIT, IS APPROVED FOR PAYMENT.

SUPERVISOR, BUREAU OF AUDITS

DATE _____

CLAIM
NUMBER

DATE
RELEASED

SIGNATURE

AFFIDAVIT--MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING
SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE

BOARDING HOMES FOR CHILDREN

From _____ Accredited Agency
for the Month of _____, 19 _____ Fiscal Year
(FOR STATE USE ONLY)

1. Total Amount Paid By Agency For
Children's Boarding Home Administration. \$ _____
(Total Col. 10, DFA 64A)
2. Basis for State Participation
(No. of valid licenses _____ x \$4.00) \$ _____
(Same as total on BHC 83)
3. Amount Due From State Funds
(Item 1 above but not to exceed \$ _____
Item 2)

FOR STATE USE ONLY

4. State Share of Adjustments. \$ _____
5. Adjusted Amount Due From State Funds. \$ _____

STATE OF CALIFORNIA

COUNTY OF _____)SS
_____)

I, _____, being duly sworn, depose and say:
That I am the executive officer of the agency accredited and approved by the State
Department of Social Welfare to perform inspection and licensing functions under
Chapter I, Part 3, Division 2 of the Welfare and Institutions Code. That I have
fully complied with the law, rules and regulations governing these inspection and
licensing functions. That the licensees whose names appear on the report hereto
attached held valid licenses on the first day of the month for which reimbursement
is hereby claimed.

Subscribed and sworn to before me this _____ day
of _____, 19 _____

Executive Officer of the Accredited Agency
Title _____ Title _____

FOR STATE USE ONLY

<p>The above claim has been verified against sup- porting documentary evidence and subject to field audit is approved for payment.</p> <p>_____ Supervisor, Bureau of Audits</p> <p>_____ Date</p>	<table><tr><th>Claim Number</th><th>Date Released</th><th>Signature</th></tr><tr><td> </td><td> </td><td> </td></tr></table>	Claim Number	Date Released	Signature			
Claim Number	Date Released	Signature					

Forward One Copy to
State Department of Social Welfare
Sacramento 14, California

FROM _____ COUNTY _____

1 Case Number	2 Name of Licensee	3 Date License Terminated	4 Reason for Discontinuance
<p>Form BHC-82, Revised February, 1948 Notice of Discontinuance to accompany Form BHC-80</p>			

Certified as a Regulation (or as
Regulation of the

Dept of Social Welfare
(Name of State Agency)

Wm. H. H. H. H.
(Signature)

Director
(Title)

4/27/48
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR
Sacramento 14
April 29, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of the following regulations
issued by the State Department of Social Welfare:

MANUAL LETTER NO. 118
Dated April 29, 1948

These regulations were adopted by the State Social
Welfare Board pursuant to the powers conferred upon it by the
Welfare and Institutions Code under Sections 103, 103.5, 103.6,
and 114b, and are being filed in accordance with Section 11380
of the Government Code.

These regulations were adopted by the State Social
Welfare Board to be effective immediately upon filing with the
Secretary of State, since this has been found necessary for the
immediate preservation of the public peace, health and safety or
general welfare and that notice and public procedure thereon are
impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.
1948 APR 30 PM 1 27
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA
Attachment

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
April 29, 1948

FILED

in the office of the Secretary of State
of the State of California

1297

MANUAL LETTER NO. 118

APR 30 1948

At 3 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert Jordan*
Assistant Secretary of State

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. The revision numbers are as follows:

Residence	Revision 60
Amount of Grant	Revision 100 thru 105
Investigation and Decision	Revision 182

The revisions requiring the approval of the Social Welfare Board were adopted by the Board on April 22, 1948.

Revised Sec. 232-40 effective May 1, 1948, provides procedure for the granting of aid when county residence is changed after an application has been signed but before action of the board of supervisors.

Sec. 122-05 as revised effective May 1, 1948, provides that 1) if an applicant is not living in the county of residence, the county in which the applicant is actually living shall accept the application for the county of residence; and 2) if a county in which an applicant is living accepts an application and grants aid, the SDSW will reimburse on a joint basis until county responsibility or non-county status is determined.

Secs. 155-25 and 155-26 incorporate into the manual the revised OAS budget schedule as previously set forth in Department Bulletin 318. Care should be taken in placing these sections in the manual since only the pages on which changes appear are to be replaced.

With respect to the effective date of the OAS budget revision, attention is called to the following resolution adopted by the Social Welfare Board on April 22, 1948:

"RESOLVED that the Budget Schedule for Old Age Security, adopted by this Board on March 19, 1948, and released in Department Bulletin No. 318, be amended to be effective by the counties as soon as administratively possible, but in no event later than July 1, 1948".

The pages on which Secs. 143-75 and 800-43 through 800-49 now appear in the manual are to be replaced by the corrected pages of those sections which are attached. The word "OAS" was inadvertently omitted from Sec. 143-75 and "Form CWS-51" was not changed to "Form CWS-9" in Sec. 800-46 when the sections were revised.

In Sec. 289-99 the sample of Form Ag 230 "Social Data Record Card - Old Age Security" is now obsolete since social data reporting on Old Age Security has been superseded by the OAS Permanent Sample Reporting Procedure (Form Ag 251).

122-05 COUNTY RESIDENCE
OAS, ANB, APSB, ANC**122-05**

Assistance may be paid to a person, otherwise eligible, who has state residence under provisions of the respective category of aid provided that he resides in county in which application is made and has so resided continuously for at least one year (six months for ANB or APSB applicants who became blind while a resident of this state) immediately preceding date of application.

Any person otherwise eligible who qualifies under state residence requirements and who does not have county residence of one year (six months for ANB applicant who became blind while a resident of this state) may file application, or have application filed on his behalf, in county in which he resides. Aid, if granted, shall be reimbursed in full by state until required period of county residence has been completed. (See also Sec. 122-15, Non-County Residence.)

If an applicant is not living in the county of residence, the county in which the applicant is actually living shall accept the application for the county of residence and shall, without delay, submit the signed application to the county of residence. The county in which the applicant is living then obtains all available information and submits it to the county of residence. The county of residence shall then complete the investigation. (See Sec. 202-55, Application of Patient on Leave from State Hospital)

If a county in which an applicant is living accepts an application and grants aid, the SDSW will reimburse on a joint basis until county responsibility or non-county status is determined. When this determination has been made the SDSW will make the proper reimbursement adjustment. (W&IC 1526, 1527, 1560, 2140, 2160, 2220, 3040, 3041, 3042, 3042.10, 3075, 3090, 3430, 3431, 3432, 3433, 3450, 3460)

122-10 ANC DETERMINATION OF COUNTY OF RESIDENCE
ANC**122-10**

Residence of a child follows county residence of the parent who has custody. Residence of parent is determined by his union of act and intent. In order to determine county residence of children under ANC law, the following rules shall govern and shall be operative in consecutive order; i.e., subdivision a must be applied first and if that is not applicable, subdivision b must be applied; if that is not applicable then c must be applied, etc;

- a. Residence of father determines that of child during lifetime of father unless father has abandoned child, has been legally deprived of its custody, or is in fact living separate and apart from mother of child. In the latter case, residence of child is determined by residence of parent who has his custody. "Legally deprived of its custody" is held to mean deprived of custody (1) because of the appointment of a legal guardian; (2) by reason of a court order declar-

(Section Continued on Next Page)

121-77 (Continued)

121-77

EXAMPLE B: CHILD BORN IN OHIO. ON AUGUST 6, 1939, FAMILY ENTERS CALIFORNIA TO VISIT RELATIVES. PARENTS RETURN TO OHIO BUT LEAVE CHILD FOR EXTENDED VISIT WITH RELATIVES. FATHER DIES, MOTHER REMAINS IN OHIO. ANC RESIDENCE REQUIREMENTS WOULD NOT BE FULFILLED BEFORE AUGUST 6, 1940.

EXAMPLE C: CHILD BORN IN IOWA. PARENTS DIVORCED IN IOWA, OCTOBER, 1938. MOTHER ESTABLISHED CALIFORNIA RESIDENCE ON MAY 8, 1939, AND HAS RESIDED HERE SINCE THAT DATE. FATHER AND CHILD REMAIN IN IOWA. FATHER DIES IN IOWA, JULY, 1940. CHILD JOINS MOTHER IN CALIFORNIA. CHILD ELIGIBLE TO ANC IN SO FAR AS RESIDENCE IS CONCERNED.

EXAMPLE D: CHILD BORN IN OHIO. PARENTS ESTABLISHED CALIFORNIA RESIDENCE ON APRIL 9, 1939, BUT CHILD REMAINED IN OHIO. FATHER DIED JUNE 23, 1940, MOTHER CONTINUES TO RESIDE IN CALIFORNIA. CHILD COMES TO CALIFORNIA TO JOIN MOTHER JULY 6, 1940, ELIGIBLE TO ANC IN SO FAR AS RESIDENCE IS CONCERNED.

EXAMPLE E: CHILD BORN IN NEVADA IN 1935. FAMILY ESTABLISHED CALIFORNIA RESIDENCE IN NOVEMBER 1936, AND REMAINED HERE UNTIL JANUARY, 1940, WHEN THEY RETURNED TO NEVADA INTENDING TO LIVE PERMANENTLY ON COUSIN'S RANCH. QUARRELED WITH COUSIN AND RETURNED TO CALIFORNIA, MARCH 3, 1940. FATHER SENT TO STATE PRISON APRIL 16, 1940. ANC RESIDENCE REQUIREMENTS NOT FULFILLED UNTIL ON OR AFTER MARCH 3, 1941.

121-95 EFFECT OF ABSENCE FROM UNITED STATES
OAS, ANB, APSB, ANC

121-95

The tests of intent of residence discussed in the foregoing sections are applied if an applicant has been absent from United States. (SEE SEC. 123-50, LOSS OF STATE RESIDENCE WHILE IN RECEIPT OF AID) (W&IC 1560, 2140, 3075, 3460)

122-00 COUNTY RESIDENCE--GENERAL
OAS, ANB, APSB, ANC

122-00

A period of county residence prior to date of application is not a requirement for eligibility to OAS, ANB, ANC, or APSB. However, length of residence in the county of application determines which governmental units participate in payment of aid. The State reimburses in full the amount of aid paid by the county to an eligible recipient until the required period of county residence has been completed.

In OAS, financial participation by county is required when recipient has completed one year of residence therein. In ANB or APSB, six months' county residence is sufficient if the recipient became blind while a resident of California; otherwise, the period is one year. In ANC, county financial participation is not required until a child has resided in the county for one year, except in the case of foundlings.

The legislature has set forth that applicants for or recipients of aid shall have the same freedom of movement and choice of residence accorded other residents of California. The county should inform applicants for or recipients of aid that such freedom of movement within the State entails administrative action, and therefore they should notify county of changes in residence in order to insure continued payment if in need. (W&IC 1526, 1527, 1560, 2140, 2160, 2200, 3040, 3041, 3042, 3042.10, 3075, 3090, 3430, 3431, 3432, 3432.1, 3433, 3450, 3460)

122-10 (Continued)

122-10

- f. If residence is not determined under subdivision a, b, c, d, or e, above, then the following shall be invoked:

County in which child is living shall be deemed the county of residence when child has been physically present in county for one year. This applies to child who does not have a parent or guardian in the state to establish county residence for him, or whose parent or guardian cannot be located after a complete investigation by the county. It also applies to a child living in an institution, except when the county places the child in the institution, in which case the county in which the child has residence at time of placement shall be considered his residence. The county may accept an application from person who is actually caring for child regardless of relationship between child and such person, or, if this procedure is not deemed advisable, the county may, in its own behalf, file an application for support for child. (See Sec. 125-05, Residence of ANC Child, Application for Aid Filed by Institution.)

Example A: Half orphan child living in County A with mother since 1940. Mother dies September 30, 1942. Child remains in same county living in home of Uncle. Uncle appointed child's legal guardian on October 20, 1942. Uncle dies June 6, 1943. Child continues to reside with uncle's wife in County A. Application for ANC filed August 15, 1943.

Child's residence in County A determined by natural mother (subdivision B) from August 15, 1942, through September 30, 1942; by physical presence (subdivision F) October 1, 1942, to October 20, 1942; by guardian (subdivision C) from October 20, 1942, to June 6, 1943; by physical presence (subdivision F) from June 7, 1943, to date of application.

Example B: Relatives make application for ANC for a half-orphan child living with them in County A. The father's whereabouts has been unknown for two years and, after a complete investigation the county is unable to locate him. The child has no legal guardian and is not a ward of the Juvenile Court, and the provisions of W&IC Sec. 1526 (e) do not apply. Therefore residence is determined under W&IC Sec. 1526 (f), that is, physical presence. (W&IC 1525, 1526, 1560)

122-10 (Continued)

122-10

ing the child free from the parents' care and custody under Sec. 775 et. seq. of the W&IC or (3) by court order in a divorce action. A parent of a child who is made a ward of the Juvenile Court under Sec. 700 of the W&IC is not deprived of custody by reason of such commitment.

If the mother's residence has been controlling the residence of the child under the provisions of the above paragraph, upon the death of the mother the county residence of the father begins to govern unless he has abandoned the child or has been legally deprived of its custody under Sec. 775 of the W&IC.

- b. If child's residence is not determined under subdivision a, then residence of mother determines that of child during lifetime of mother, unless mother has abandoned child or has been legally deprived of its custody. (See subdivision a for definition of "legally deprived of custody.") Residence of husband shall not be deemed residence of wife when they are living separate and apart and in such case each may have a separate residence, dependent upon proof of the fact. The fact of living separate and apart in such instance implies physical separation and may be voluntary, or may be involuntary, e.g., when husband is a patient in public or private hospital or inmate of a prison or in a county jail for a continued length of time.

- c. If the residence of the child is not determined under subdivision a or b above, then residence of any individual who has been appointed legal guardian determines the residence of the child.

If the residence of the child is not determined under subdivision a or b above, the child has no guardian and such child is a ward of the Juvenile Court, the county in which the court is located shall be considered the residence of the child.

- d. A foundling is deemed to have county residence in the county in which he is found.
- e. If the residence of the child is not determined under subdivision a, b, c, or d above, and the child has been placed in an institution or boarding home by a public agency, the county in which the child has residence at the time of such placement shall be considered the residence of the child until his residence can be determined under subdivision a, b, or c.

For the purposes of this section, a boarding home is a private family home which accepts one or more children to board with or without compensation, except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers, or sisters.

Example: Family resided in County A. Mother died and father's whereabouts became unknown. County A placed child in an institution in County B, located father and secured support. Subsequently father disappeared and it was necessary to apply for ANC. For purposes of ANC, the residence of the child remains County A until and unless his residence can be determined under subdivision A or C.

(Section Continued on Next Page)

STATE OF CALIFORNIA			BUDGET WORK SHEET OLD AGE SECURITY			DEPARTMENT OF SOCIAL WELFARE		
			CASE NAME <u>Sarah Blank</u>			STATE NO. <u>3727</u> COUNTY NO. <u>San Diego</u>		
			LIVING AS A MEMBER OF HOUSEHOLD GROUP <u>X</u>			Yes No		
			IF YES, NUMBER IN HOUSEHOLD <u>2</u>					
COMPLETE ONLY THOSE ITEMS WHICH REPRESENT NEED OF THE INDIVIDUAL RECIPIENT IF THE RECIPIENT PAYS BOARD AND ROOM LEAVE BLANK ALL ITEMS ABOVE NUMBER 5 ON THIS FORM.								
NEED			INCOME (Do not include casual income or value of inconsequential resources)					
ITEM OF NEED	AMOUNT	HOW VERIFIED	SOURCE	AMOUNT	HOW VERIFIED			
1. Food	27.15		NET VALUE OF OCCUPANCY, if any					
2. Housing			<u>Inc</u>	10.00	<u>Ag 225</u> <u>OA 82 award letter</u>			
(A) Rent		<u>Tax receipt</u> <u>Mortgage book</u>	<u>O.A.S.I.</u>	11.50				
Taxes.....	6.00							
Assessments..								
Encumbrance..	12.00							
(B) Own Home								
Upkeep.....	2.00							
Net value of Occupancy* (if any)...	-		TOTAL INCOME			21.50		
TOTAL <u>1/2 of \$20.00</u>	10.00							
3. Utilities		<u>Affidavit</u>	SUMMARY					
Gas.....	3.50		TOTAL NEED			79.00		
Electricity..	2.60		TOTAL INCOME			21.50		
Water.....	1.50		DIFFERENCE BETWEEN NEED AND INCOME			57.50		
Other.....	-		AMOUNT OF AID RECOMMENDED			\$58.00		
TOTAL <u>1/2 of \$7.60</u>	3.80		Remarks:					
4. Household Operation	3.95		BUDGET COMPUTED BY <u>Mary Roe</u> DATE <u>8-11-47</u>					
5. Board and Room	-							
6. Clothing	6.10							
7. Incidentals	10.00							
8. Transportation	3.00							
9. Other Needs (Specify) <u>dentures</u>	15.00	<u>Broke old plate. Dentist signed statement that cost is \$60 and to pay \$15 a month, had will continue 4 months.</u>						
10. Total Need								
*If there is a net value of occupancy, always enter the identical amount shown here in the income section.								
AFFIDAVIT OF RECIPIENT OF OLD AGE SECURITY								
THIS IS TO CERTIFY, THAT I, <u>Sarah Blank</u> PAY \$ _____ PER MONTH FOR RENT, \$ _____, PER MONTH FOR BOARD OR \$ _____ PER MONTH FOR BOARD AND ROOM; AND THAT THE AVERAGE MONTHLY COST OF MY UTILITIES IS \$ <u>3.80</u>								
SUBSCRIBED AND SWORN TO BEFORE ME THIS <u>15</u> DAY OF <u>August</u> 19 <u>47</u>								
Name <u>Mary Roe</u> Title <u>County Clerk</u>			Signature of Affiant <u>Sarah Blank</u>					
Signature of Person Authorized to acknowledge an affidavit								
Form Ag 241. September, 1942								

232-40 (Continued)

232-40

When a recipient of OAS, ANB, or APSB, or child/children receiving ANC whose aid is in process of transfer has acquired one year of residence in the second county, but establishes residence in a third county (or reestablishes residence in the first county) prior to the granting of aid in the second county, the second county shall be responsible for payment of aid until the end of the month following completion of one year's absence therefrom, except that when the change of residence takes place on the first day of the month, responsibility of the second county ceases one year from that date.

EXAMPLE: A RECIPIENT OF AID IN COUNTY A ESTABLISHED RESIDENCE BY UNION OF ACT AND INTENT IN COUNTY B ON AUG. 10, 1943. TRANSFER ARRANGMENTS WERE MADE, WITH COUNTY B TO BEGIN PAYMENT OF AID EFFECTIVE SEPT. 1, 1944. ON AUG. 24, 1944, AFTER ONE YEAR OF RESIDENCE IN COUNTY B HAD BEEN ACQUIRED BUT BEFORE COUNTY B STARTED THE PAYMENT OF AID, THE RECIPIENT ESTABLISHED RESIDENCE IN COUNTY C. SINCE THE RECIPIENT HAD ALREADY ACQUIRED ONE YEAR OF RESIDENCE IN COUNTY B THAT COUNTY IS RESPONSIBLE FOR STARTING AID EFFECTIVE SEPT. 1, 1944, AND CONTINUING THE PAYMENT OF AID IN ACCORDANCE WITH USUAL TRANSFER ARRANGEMENTS. (W&IC 1526, 1527, 1560, 2140, 2160D, 3042, 3075, 3432, 3460)

233-00 VERIFICATION OF REAL AND PERSONAL PROPERTY
OAS, ANB, APSB, ANC

233-00

Real and personal property shall be verified through the sources indicated and in the manner outlined for the various types of real and personal property. (SEE CHAPTERS 130-00, REAL PROPERTY, AND 140-00, PERSONAL PROPERTY.)

Verifications obtained shall be retained or reported in the county record. The report of interviews or of examination of documents shall include the source of verification, the findings, and the dates of steps in the investigation. The name or names of those participating in the investigation should be recorded and the signature or initials of the person searching the records should be on any special forms.

The county case record shall contain a complete explanation of any complicated situation regarding the property. If a transfer has been made, but not for the purpose of qualifying for aid, record the value of property according to requirements of the specific category of aid, and the income, if any, in the record. If the investigation shows that a transfer was made of property (1) having a greater value than the maximum set by law or (2) which reduced the value of remaining property thus bringing it within the maximum, but such transfer was not made for the purpose of qualifying for aid, the facts which resulted in this conclusion shall be included in the case record. (W&IC 1520, 1521, 1560, 2140, 2160G, 3075, 3460)

232-27 STATEMENT RE NON-COUNTY RESIDENCE

232-27

ANC

Statement Re Non-County Residence ((Form CA 234) is used to report the county's investigation of the basis for determining the child's residence at the time of application and during the year immediately preceding the date residence began in county of application. This form is required for every application submitted on a non-county basis. One Form CA 234 may be used for all children in one family whose residence is determined by the same set of facts (e.g., residence of parent or guardian, same period of physical residence, etc.). Form CA 234 shall show each change in the basis for determining residence even though the county of residence remains the same. Under "Reason", Item 2, the reason why the appropriate subdivision of Sec. 1526 of the W&IC governs residence shall be indicated. (W&IC 1526, 1560)

232-40 CHANGE OF COUNTY RESIDENCE PRIOR TO GRANTING OF AID

232-40

OAS, ANB, APSB, ANC

If county residence is changed after an application has been signed but before the first of the month in which aid is to be effective, the application shall be denied by the first county and a new application shall be received in the second county. :

If county residence is changed after the first of the month in which aid is to be effective but before the board of supervisors has acted on the application, the first county shall be responsible for granting and continuing aid until one year of residence is acquired in the second county.

When there is a change in residence, the first county shall expedite investigation in the second county by placing at its disposal the information gained in its investigation.

If aid is granted by the board of supervisors before prior change of residence is discovered, the first county may continue aid until the earliest date agreeable to both counties, at which time the second county grants aid on a non-county basis until the required period of residence is completed. (W&IC 1526, 1527, 1560, 2140, 2160d, 3042, 3075, 3432, 3460)

(Section Continued on Next Page)

143-75 (Continued)

143-75

When motor vehicles are being purchased under a contract of sale, the market value of the purchaser's equity rather than the value of the vehicles determines the personal property value of the vehicles. (SEE SEC. 144-00, DETERMINATION OF VALUE OF PERSONAL PROPERTY BEING PURCHASED UNDER CONDITIONAL SALE CONTRACT.) (W&IC 2140, 2163, 3047, 3075, 3447, 3460)

143-75 DETERMINATION OF VALUE OF AUTOMOBILES, TRUCKS,
AND OTHER VEHICLES
OAS, ANB, APSB

143-75

The value of automobiles, trucks, motorcycles, etc., owned by applicants for, or recipients of, aid shall be considered in determining eligibility for OAS, ANB, and APSB. The value as determined from the license fee recorded on the State Motor Vehicle Department registration card shall be used.

The registration card issued by the Motor Vehicle Department must be carried in every motor vehicle which is taxed by that department. On the registration card (white slip) for passenger cars is recorded the registration fee (\$6.00), and the vehicle license fee which varies in accordance with the value. The amount of the vehicle license fee appears in the space marked "V.L.F. Fee" on the second line above the space provided for the signature of the legal owner.

For trucks the registration card shows the registration fee, the truck weight fee, and the vehicle license fee. Use only that amount which is recorded in the space marked "V.L.F. Fee".

A schedule of the vehicle license fees and the values which they represent follows:

<u>V.L.F.</u>	<u>Value of Vehicle</u>	<u>V.L.F.</u>	<u>Value of Vehicle</u>
\$ 1.00	\$ 55.00	\$11.00	\$ 630.00
2.00	115.00	12.00	685.00
3.00	170.00	13.00	745.00
4.00	230.00	14.00	800.00
5.00	285.00	15.00	855.00
6.00	340.00	16.00	915.00
7.00	400.00	17.00	970.00
8.00	455.00	18.00	1030.00
9.00	515.00	19.00	1085.00
10.00	570.00	20.00	1145.00
		21.00	1200.00

Should it be necessary to determine the value of a motor vehicle the vehicle license fee for which is in excess of \$21, add to \$1200 that value in the foregoing table which is opposite the amount by which the vehicle tax exceeds \$21.

(Section Continued on Next Page)

155-25 (Continued)

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budget schedule. When the facts in the individual case establish that the need (not the want) of the recipient requires a larger amount than that shown in the Budget Schedule, the increased amount so determined may be included in the budget. (See "Explanation of Items of Need in Budget Schedule" in this section.)

Only those items which represent the need of the individual recipient shall be included in his budget. For example, if the recipient has no expense for garbage removal, this item would be omitted from his budget. The Budget Schedule does not include a specific figure for special items of need. Any special items of need on the part of the individual would be included under "Special Needs" in his budget. These would fall largely in the category of special needs as set forth in Sec. 155-50, Definition and Determination of Special Needs in OAS. (W&IC 2021, 2140)

EXPLANATION OF ITEMS OF NEED IN BUDGET SCHEDULE:

1. Food

The smaller amount shown in the Budget Schedule represents the food allowance when the recipient has his meals at home, either alone or with a household group. The larger amount represents the food allowance when all meals are purchased in restaurants. If a physician has recommended a special diet and the cost is determined to be in excess of the amount allowed for food in the Budget Schedule, the excess is considered a "Special Need". (See Sec. 155-50, for information regarding special diets.)

When a recipient pays a stipulated amount for board, or pays for board and room, the amount of this item of need is the amount as paid.

2. Housing

A specific amount for the housing item is not set. Allowance is made on the basis of the recipient's living arrangement.

(a) If the recipient pays rent, his housing need is the amount paid for rent. If two or more persons share the same quarters, the recipient's prorated share is his housing need.

(b) If the recipient receives free rent, the estimated value of such free housing, as determined by the county, represents the amount of housing need. While due regard may be given to the actual value of such housing, the evaluation shall take into consideration the worth of the housing to one who has only limited funds available for his needs.

(Section Continued on Next Page)

155-25 (Continued)

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request that his grant be figured accordingly, and any necessary adjustment in the grant shall be made as soon as administratively possible. Responsibility rests upon the county to inform the recipient of the possible advantages accruing to him should he elect to have his income applied to total need as determined by his budget. (See Sec. 155-15, Method of Determining the Amount of Grant in OAS)

When figuring the total need of an individual according to his requirements, due regard shall be given to the Budget Schedule as adopted by the SSWB.

BUDGET SCHEDULE

The current Budget Schedule as adopted by the Social Welfare Board is as follows:

Food	\$27.15	(Increase 75% to \$47.50 if all meals are purchased in restaurants.)
Housing, as paid, for example	20.00	
Utilities, as paid, or the following minima		
Electricity	1.20	
Gas	1.85	
Water	1.40	
Garbage Removal	.50	
Other, for example, heat	3.15	
Household operations	3.95	
Clothing	6.10	
Incidentals and personal needs	10.00	
Transportation	3.00	
Special Needs, such as medical care, etc., in the amount of actual cost. (See Sec. 155-50, Definition and Determination of Special Needs in OAS, for description of common special needs.)		
Total	\$78.30	

The Budget Schedule is reviewed semi-annually, and revised when necessary. The schedule shall be used in each county. The amounts allowed for the various items for which a specific figure is set are based on an average of pricings throughout the state. They are mandatory unless different amounts have been determined on the basis of a pricing plan approved by the SDSW, except that the amounts for utilities may be those as paid, or the amounts set forth in the

(Section Continued on Next Page)

155-25 (Continued)

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Example C: A couple, each receiving OAS, live in their own encumbered home assessed at \$1000. Taxes average \$6 a month, required monthly payments on the total encumbrance are \$12. Upkeep is \$2 a month. The couple state their monthly utility needs are, electricity \$2.60, gas \$3.50, water \$1.50. The husband receives \$20 a month veteran's pension. Necessary medical care for the wife costs \$5 a month. The budget for the husband is as follows:

<u>Total Need</u>		<u>Income</u>	
Food	\$27.15	Net value of occupancy	None
Housing		Veteran's pension after	
Taxes	\$ 6.00	allowing $\frac{1}{2}$ for wife	\$10.00
Encumbrance	12.00		\$10.00
Upkeep	2.00	* * * *	
$\frac{1}{2}$ of	\$20.00		
Net value of occupancy*	10.00	Total need	\$64.00
Utilities**		Total income	10.00
Elec.	\$ 2.60	Budget deficiency	\$54.00
Gas	3.50		
Water	1.50		
$\frac{1}{2}$ of	\$ 7.60	Grant	\$54.00
Household operations	3.95		
Clothing	6.10		
Incidentals	10.00		
Transportation	3.00		
	<u>\$64.00</u>		

*To arrive at net value of occupancy (See Sec. 152-10, Occupancy Value of Homes Owned by Recipient) deduct from the table value the recipient's share of the encumbrance payment. In this case the recipient's share of the encumbrance payment eliminates value of occupancy.

**The prorated share of utilities is allowed for each of the couple in computing his total need and each recipient fills in the affidavit at the bottom of the Budget Work Sheet (Form Ag 241) as to the amount of his share of the utilities for the household. (See Sec. 155-26, Form Ag 241, Budget Work Sheet, and Instructions for Use.)

The need of the wife is the same as that of her husband except that she has an additional need of \$5 per month for medical care. Therefore, her total need is \$64.00 plus \$5 or \$69.00, and her grant is determined as follows:

<u>Total Need</u>	<u>Income</u>
\$69.00	Net value of occupancy
	$\frac{1}{2}$ of Veteran's pension
	received by husband
	\$10.00
	* * * *
	Total need
	\$69.00
	Total income
	10.00
	Budget deficiency
	\$59.00
	Grant \$59.00

(Section Continued on Next Page)

155-25 (Continued)

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EXAMPLES OF DETERMINATION OF GRANT BY MEANS OF BUDGET SCHEDULE:

Example A: A single recipient living alone pays rent of \$20 a month. Rent includes water and garbage removal but does not include other utilities. Gas for cooking costs on an average of \$2.35 per month. The recipient has to buy wood for heating at an average cost of \$3.25 a month. He has no special needs. His only income is \$10 a month contribution from a son.

<u>Total Need</u>		<u>Income</u>	
Food	\$27.15	Contribution from son	\$10.00
Rent	20.00		
(including water)		* * * *	
Electricity	1.20		
Gas	2.35	Total Need	\$77.00
Wood for heating	3.25	Total income	10.00
Household operations	3.95	Budget deficiency	\$67.00
Clothing	6.10		
Incidentals	10.00	Grant	\$60.00
Transportation	3.00		
	<u>\$77.00</u>		

Example B: A single recipient lives in his own home, assessed value \$800. Taxes average \$3 per month, and a street assessment, required payments on which average \$1.05 per month, represents the only encumbrance. Upkeep is \$2 per month. He has no special needs. He receives OASI in the amount of \$10 per month.

<u>Total Need</u>		<u>Income</u>	
Food	\$27.15	Net value of	
Housing		occupancy	\$ 2.95 (\$4 less \$1.05)
Taxes	3.00	OASI	10.00
Assessment	1.05		<u>\$12.95</u>
Upkeep	2.00		
Net value of occupancy	2.95	* * * *	
Electricity	1.20		
Gas	1.85	Total Need	63.65
Water	1.40	Total income	<u>12.95</u>
Household operations	3.95	Budget	
Clothing	6.10	deficiency	\$50.70
Incidentals	10.00		
Transportation	3.00	Grant	\$50.70
	<u>\$63.65</u>	or	\$51.00

(Section Continued on Next Page)

155-25 (Continued)

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<u>Total Need</u>		<u>Income</u>	
Food	\$27.15	Net value of occupancy	None
Housing*		Contribution from son	\$10.00
Net value of occupancy**	None	$\frac{1}{2}$ Net from rental***	4.91
Taxes	\$ 4.50		<u>\$14.91</u>
Encumbrance	9.00	Total need	\$61.35
Upkeep	2.00	Total income	<u>\$14.91</u>
$\frac{1}{2}$ of	<u>\$15.50</u>	Budget deficiency	<u>\$46.44</u>
Utilities		Grant \$46.44 or \$47.00	
Electricity	5.30		
Water (3/8 x \$4.00)	1.50		
$\frac{1}{2}$ of	<u>\$ 6.80</u>		
Household operations	3.95		
Clothing	6.10		
Incidentals and personal needs	10.00		
Transportation	3.00		
	<u>\$61.35</u>		

*Since there are five rooms in the front house and three in the rear cottage the expenses of ownership on the property occupied is based on 3/8 of the taxes, encumbrances, etc.

**Value of occupancy of rear cottage is based on the occupancy table for 3/8 of the total assessed value of the whole property (Sec. 152-10) less each spouse's share of 3/8 of the required encumbrance payment.

***From the \$40 rental deduct 5/8 of the taxes, 5/8 of the interest (no deduction for principal payment), upkeep (determined according to formula, see Sec. 152-00), and 5/8 of the water bill which the couple pay for the total property. Since the income property is community property, each spouse has one-half of the net income.

Example F: A recipient in feeble physical condition pays \$45 per month board and room in a rest home, where all services are provided. He is unable to leave the house, and has no need of transportation. He has income of \$21 per month from OASI benefits.

<u>Total Need</u>		<u>Income</u>	
Board and room	\$45.00	OASI	\$21.00
Clothing	6.10		
Incidentals	10.00		
	<u>\$61.10</u>	* * * *	
		Total Need	\$61.10
		Total income	21.00
		Budget deficiency	<u>\$40.10</u>
		Grant \$40.10 or \$41.00	

155-25 (Continued)

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Example D: A single recipient earns \$15.00 and in addition receives free rent and utilities in a rear cottage owned by a sister. The county has determined the value of free rent and utilities to be \$14 a month. There is no other income. The recipient has need for dentures and has made arrangements to purchase them, paying \$15 a month for four months. He also requires regular medical care which costs \$5.50 a month.

<u>Total Need</u>		<u>Income</u>	
Food	\$27.15	Value of free rent and	
Rent and Utilities	14.00	utilities	\$14.00
Household operations	3.95	Earnings	15.00
Clothing	6.10	Total income	\$29.00
Incidentals	10.00	* * * *	
Transportation	3.00	Total need	\$84.70
Dentures	15.00	Total income	29.00
Medical care	5.50	Budget deficiency	\$55.70
	<u>\$84.70</u>		

Grant \$55.70 or \$56.00

At the expiration of a four-month period, aid must be reduced as the need for dentures no longer exists. If other conditions remain the same, and the need for medical care continues, his total need according to the budget method will then be \$69.70 instead of \$84.70. The grant is adjusted as follows:

Total need	\$69.70
Total income	29.00
Budget deficiency	<u>\$40.70</u>

Grant \$40.70 or \$41.00

Example E: A couple, both recipients, live in a three-room rear cottage on property owned by them. There is a five-room house on the same lot which is rented for \$40 a month. The water bill for both houses is \$4 a month and is paid by the couple. The total property is mortgaged, the required monthly payments being \$24, of which amount \$16 is interest and the balance is payment on the loan. The property is assessed at \$1800 and taxes average \$12 a month. The couple state their monthly utility needs are electricity, \$5.30 (used for lights and cooking). There are no special needs. Each spouse receives a \$10 contribution from a son. The budget for each spouse will be the same and is computed as follows:

(Section Continued on Next Page)

800-49 (Continued)

800-49

Item 2. Children for whom service was initiated during month.--Enter the number of children for whom service was initiated during the month. Service is initiated when a request in behalf of a child is given individual consideration. All children given such consideration either on a long-time or short-time basis should be counted as receiving service whether or not the specific request is met.

The count for this item should include children for whom service has been terminated in a previous month and for whom service is being initiated again; and children in whose behalf a public assistance grant, administered by a "public assistance worker," has been discontinued during the period, but in whose behalf the worker has continued to provide service.

Item 3. Total children.--Enter the sum of Item 1 and Item 2.

Item 4. Children for whom service was terminated during month. --- Enter the number of children for whom service was terminated during the month. Service to a child should be considered terminated when it has been decided that no further service is to be given (for example, the child has moved away; the child no longer needs service; the worker has left the agency; is not being replaced, and another worker is not available to provide service to the children in the caseload).

The count for this item also should include children who have been receiving service but no assistance grant from a public assistance worker, and in whose behalf an assistance grant is instituted during the month.

Item 5. Children for whom service is to be continued.--Enter the number of children for whom service was not terminated by the end of the month.

A classification of the living arrangements of the children reported in Item 5 is requested in Items 5a to 5f. This classification should be made in relation of the child's usual place of care without regard to temporary absence because of visits to friends or relatives, or care in hospitals or elsewhere. (Children living with one natural parent and a step-parent or with relatives who have petitioned to adopt the child should be reported as "In home of parents" (Item 5a) or "In home of relatives" (Item 5b), respectively, regardless of the adoptive status. Children placed with unrelated individuals with the expectation that they will be adopted should be reported as "In foster home" (Item 5c).)

(Children receiving service while living in training schools or other institutions for delinquent children should be reported as "In institution" (Item 5d) rather than "Elsewhere" (Item 5e).)

(Section Continued on Next Page)

**800-43 DEFINITION. CHILDREN ACCEPTED FOR SERVICE DURING MONTH
CWS****800-43**

The report should include all children whose problems have been given individual consideration, including those receiving continued service, those referred to other agencies, and those for whom investigations are made at the request of other agencies. Children on whose behalf day-care counseling is given should be included in this report unless the service is limited to providing information. (Children receiving service in investigations made by one agency at the request of another agency, whether or not in the same county of state, should be reported on Form CWS-9.)

The county should not include children for whom service is limited to a determination or re-examination of eligibility for financial assistance, or children on whose behalf requests are made but to whose problems no individual consideration is given. (W&IC 115, 116)

**800-46 GENERAL INSTRUCTIONS
CWS****800-46**

The unit of count for reporting on Form CWS-9 is the individual child under 21 years of age receiving service. If a worker's contact with a family involves service to or in behalf of all the children in the family, all the children should be counted. If service is given to or in behalf of one of a number of children, only one child should be counted. (W&IC 115, 116)

**800-49 CHILDREN RECEIVING SERVICE DURING MONTH
CWS****800-49**

Item 1. Children carried forward from preceding month. Enter the total number of children for whom service was initiated in a previous month and was not terminated by the end of the preceding month. (This instruction is based on the assumption that once service to a child has been initiated the service is continued until a decision is made to terminate it.) The entry in Item 1 should be the same as that in Item 5 of the report for the previous month. (Children for whom service has been initiated but has not been terminated should be included in the reports even though the pressure of work or other circumstances may prevent the worker from having any contact in the child's behalf for several months. Termination of "inactive" cases and of "uncovered" caseloads should be accomplished through the supervisory process and, until it is decided to terminate service, the children involved in these cases should be included in the reports on Form CWS-9.)

(Section Continued on Next Page)

Certified as a Regulator (or as
Regulations) of the

Dept of Justice

(Name of State Agency)

Chas. B. McLaughlin

(Signature)

Alvin

(Title)

4/29/48

(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(3)

Carl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
April 29, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLE
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

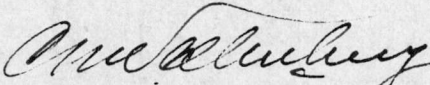
My dear Mr. Jordan:

Attached are three copies of the following
regulations issued by the State Department of Social
Welfare:

RESOLUTION OF STATE SOCIAL WELFARE BOARD
April 22, 1948

These regulations were adopted by the State Social
Welfare Board pursuant to the powers conferred upon it by the
Welfare and Institutions Code under Section 103.5 and are
filed in accordance with provisions of Section 11380 of the
Government Code.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF

1948 APR 30 PM 1 36

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA
Attachment

"There is of record in the minutes of the State Social Welfare Board meeting held April 22, 1948, the following action:

It was moved by Mr. Martin, seconded by Mrs. Williamson, and carried, that the SSWB adopt the following resolution:

RESOLVED that the Budget Schedule for Old Age Security, adopted by this Board on March 19, 1948, and released in Department Bulletin No. 318, be amended to be effective by the counties as soon as administratively possible, but in no event later than July 1, 1948."

FILED

in the office of the Secretary of State
of the State of California

APR 30 1948

At 3 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By

Robert V. Jordan
Assistant Secretary of State

Certified as a Regulation (or as
Regulations) of the

Dept of Soc. Wel.

(Name of State Agency)

C. M. Wallenberg

(Signature)

Director

(Title)

5/28/48

(Date)

MAIN OFFICE
SACRAMENTO
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(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
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995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14

May 28, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI

1870 JACKSON STREET

SAN FRANCISCO

JOHN C. CUNEO

922 J STREET

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SAN DIEGO

MRS. JESSIE S. WILLIAMSON

2816 OAK KNOLL TERRACE

BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

In the office of the Secretary of State
of the State of California

JUN 1 - 1948

At 8 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By

Robert V. Jordan
Assistant Secretary of State

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of Manual Sections adopted by Social Welfare Board on May 28, 1948 and issued by the State Department of Social Welfare. This material will be sent to you in mimeographed form with Manual Letter No. 119.

These regulations were adopted by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103, 103.5, 103.6, and 114b, and are filed in accordance with provisions of Section 11380 of the Government Code.

Regulations contained in Secs. 193-30, 235-55, 237-75, and 250-00 were adopted to be effective immediately upon filing with the Secretary of State (June 1, 1948), since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Regulations contained in Secs. 627-25, 645-25, and 800-57 were adopted to be effective July 1, 1948.

Very sincerely yours,

C. M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b65
Attachments

193-30 CLASSIFICATION OF HALF-ORPHAN, PARENT COMMITTED TO
INSTITUTION (P.C.I.)
ANC

A child, whose parent is under commitment to any state or Federal hospital, or whose parent has been deprived of civil rights by reason of commitment to any state or Federal prison in this or any other state of the United States, shall be considered to come within the classification of half-orphan for the purposes of ANC.

This classification is considered to include:

1. A child whose parent has been committed to a Federal prison, but is serving a sentence in a county jail as a Federal prisoner;
2. A child whose parent has been committed to a state hospital, such as Sonoma State Home or Pacific Colony;
3. A child whose parent is committed to a state hospital as an inebriate or narcotic addict;
4. A child whose parent is confined to a state hospital and who was admitted thereto "on certification" as provided by Secs. 6610 through 6611.9 of the W&IC.
5. A child whose father has been convicted by a military general court martial and sentenced to a Federal prison, or disciplinary barracks for more than one year. This applies to comparable sentences in the Navy or Marine Corps.
6. A child whose parent is confined to the California Vocational Institution at Lancaster pursuant to a Superior Court conviction of a felony punishable by imprisonment in the state prison.

Children shall not be considered eligible under this classification when:

1. The parent is serving a sentence in a county jail, other than as a Federal prisoner;
2. The parent is under commitment to an industrial school or reformatory, which is not a "prison", such as Preston School of Industry;
3. The parent is a voluntary patient at a state hospital;
4. The parent is in a Federal hospital (veteran, marine, etc.), but not under commitment to such institution;
5. The parent is serving a sentence in the guard house of a military post following a summary court martial (or comparable type of confinement in the Navy or Marine Corps).

Eligibility under this classification is established by verification in writing from the institution of date of commitment or date of admission on certification to a state hospital and request for notification of change of status, such as parole, escape or discharge.

Release of a parent on parole or deportation of a parent who is on parole does not disqualify a child for ANC provided it is determined that need continues to exist by investigation of resources, including possible earnings of the parent.

193-30 (Continued)

The escape of a parent from an institution does not disqualify a child for ANC provided he remains otherwise eligible. The county shall attempt to find out the whereabouts and circumstances of the parent in order to determine the continued need of the child.

Aid under this classification may continue until the parent's commitment is vacated, provided the child continued to be otherwise eligible. If the parent was admitted to a state hospital "on certification", aid may continue until the certification is set aside by judicial decree or until the parent is discharged by the hospital superintendent. Aid shall not be granted after the last day of the month in which the parent is discharged from the institution.

See Sec. 235-55, Verification of Half-Orphan, Parent Committed to Institution Classification, for method of establishing eligibility. (W&IC 1500, 1560)

235-55 VERIFICATION OF HALF-ORPHAN, PARENT COMMITTED TO INSTITUTION
CLASSIFICATION
ANC

Eligibility under this classification is established as follows:

1. When the parent has been committed to a state or Federal hospital or prison or admitted on certification to a state hospital, the county record shall contain:
 - a. Verification from the official records of date of commitment to a state or Federal hospital or prison or admission on certification to a state hospital.
 - b. A copy of the county's request for notification by the hospital or prison of any change of status.
2. When a parent has been convicted by a military general court martial and sentenced to a Federal prison or disciplinary barracks, the county record shall contain an official copy of the order of the military tribunal or other written verification from the military authorities. This shall include the date of sentence.

When the parent is on parole or escape from an institution; the county shall attempt to determine the whereabouts and circumstances of the parent.

See Secs. 235-45, Verification of Half-Orphan (Absent Father Classification), for sources to be used in efforts to locate the parent, and 193-30, Classification of Half-Orphan P.C.I. (W&IC 1501, 1560)

Eligibility Requirements

How Verified

If the alleged father is located and denies paternity or refused to make a statement regarding paternity; record:

- (1) Date and content of alleged father's statement.

Example A.

2A. Classification
Illegitimate

2B. Evidence Verifying Classification
7/16/47 all. fa. interviewed denied
paternity co. file.

Example B.

2A. Classification

2B. Evidence Verifying Classification
9/16/47 all. fa. interv. refuses to
ackn. or deny pat. co. file.

Parent Committed to Institution
(See Secs. 183-30, 235-55)

Record: (1) nature of evidence verifying the date of parent's commitment to a state or Federal hospital or prison or admission on certification to state hospital, (2) the date of commitment to a state or Federal hospital, or prison or admission on certification to a state hospital, (3) type of institution, (4) nature of the request for notification of change of status, and (5) where evidence may be reviewed.

Example A:

2A. (When father committed to prison)
Classification P.C.I.

2B. Evidence Verifying Classification
Commitment order, fa. comm. San Quen.
5/10/44, Ala. co. clk's off. Req.
for not. of chg. of stat. 5/28/46,
co. file.

Example B:

2A. (When father committed to hospital)
Classification P.C.I.

2B. Evidence Verifying Classification
Let. from Agnews 5/25/46, ea. comm.
8/4/42, reg. nor not. of chg. of
stat. 5/25/46 co. file.

Example C.

2A. (When father under military commitment)
Classification P.C.I.

2B. Evidence Verifying Classification
Cert. cpy. Gen'l. court martial.
Fa. sentenced 9/5/44 - Disciplinary
Barracks, Turlock, Calif. Req. for
not. chg. of status 8/26/45, co.
file.

Incapacitated Father Classification
(See Secs. 196-00, 235-75)

Record: (1) fact that the physician's report, Form CA 240, is completed, (2) date of the examination by the physician, (3) where the CA 240 may be reviewed.

Example:

2A. Classification C.I.F.

2B. Evidence Verifying Classification
CA 240, examined 11/18/45, Co. file.

250-00 DISPOSAL OF APPLICATIONS
OAS, ANB, APSB, ANC

The board of supervisors shall as the final step in the investigation grant or deny the application (Form Ag, Bl, CA 200). In ANC, when application is filed for a family group in which some children qualify for aid and others do not qualify, the county may grant aid for the eligible child or children and at the same time deny aid for the ineligible child or children.

When aid is granted, the board of supervisors shall specify the amount of aid and the date on which it is to begin. (See sec. 611-50, Beginning Date of Aid--New Applications.) When proof of ineligibility has been obtained or when by diligent investigation all reasonable sources of proof of eligibility have been examined without establishing eligibility, aid shall be denied by the board of supervisors. (W&IC 1511, 1550, 2020.01, 2022, 3084, 3472)

The board of supervisors shall act on the application at the first meeting for consideration of such applications subsequent to receipt of the report of investigation made to them by their designated representative.

In ANC, if the eligibility or ineligibility status has not been determined for one or more of the family group, the county action may be withheld for such child or children until a later date when the investigation has been completed. Include only those children for whom eligibility or ineligibility has been established on the Certificate of Verification of Eligibility (Form CA 201). When evidence necessary to establish eligibility or ineligibility of the remaining child or children named on the Form CA 200 is obtained, another Form CA 201 shall be completed and referred to the board of supervisors for appropriate action.

Aid shall be denied when the applicant's whereabouts are unknown and he cannot be located or when he established residence in another state before the investigation is completed. Aid shall be denied if county residence was changed after the application was signed provided such change occurred before the first of the month in which aid would otherwise be effective. (See Sec. 232-40, Change of County Residence Prior to Granting of Aid.)

In OAS, ANB, ^{and} APSB, action of the board of supervisors is not required when an applicant dies before the investigation is completed. Such applications are considered canceled.

Action of the board of supervisors is not necessary on withdrawn applications. Any request by the applicant for withdrawal of his application shall be made upon his own initiative and in writing. Withdrawals may occur when the applicant believes himself, or the children for whom application is being made, to be ineligible or for some other reason wishes the investigation discontinued. The reason for the applicant's withdrawal, if known, should be recorded in the county record.

Notice to Applicant Who Withdraws Application (Form DPA 8) shall be given or mailed to the applicant who withdraws his application except for counties in which the board of supervisors takes denial action on withdrawn applications. A copy of the notification shall be retained in the case record.

When a withdrawn application is denied by the board of supervisors, the applicant shall be notified of this action of Form Ag, Bl CA 239 (Notification of Action by Board of Supervisors), in accordance with the provisions of Sec. 250-10, Reporting Action of the Board of Supervisors to Applicant. (See Form DPA 8 in Sec. 250-99, Forms Used in Investigation Procedures.) (W&IC 1550, 1560, 2140, 3075, 3084, ³3460, 3472)

627-25 COUNTY INSTITUTIONAL CLAIM UNDER W&IC, SECS. 2160.7 AND 3044.1
OAS, ANB

County Institutional Claims cover state payments to counties for medical, hospital, or infirmary care extended to former recipients of OAS or ANB (APSB excluded) in county institutions. (Sec. 165-00, Subvention for Hospital or Infirmary Care). Only one claim for each quarter shall be filed, for each aid. This quarterly claim shall show the amount of subvention being claimed each month of the quarter for each former recipient of OAS or ANB. (See Secs. 626-10, 626-20, and 626-40)

County institutional subvention is paid only after aid to the individual has been discontinued. It continues until the end of the month in which the person leaves the institution except when aid is restored during the month in which the person leaves the institution. In the latter instance the institutional subvention is paid only up to the date on which aid is restored. There shall be no overlapping of aid to the individual and county institutional subvention.

Example A: An ANB recipient entered a county institution on October 15 and aid was discontinued December 31. County institutional subvention began January 1. The person died on March 17. County institution subvention is claimed for the entire months of January, February, and March.

Example B: An OAS recipient entered a county institution on September 14. Aid was discontinued November 30. County institutional subvention began December 1. The person left the county institution January 17 and OAS was restored on that date. County institutional subvention is claimed for the entire month of December and for 16 days in January. OAS is paid for 15 days in January and reimbursement is claimed on the OAS claim.

The amount which a county receives as county institutional subvention is determined by the state share of the grant the recipient was receiving when he entered the institution, and no subsequent changes in maximum grant Federal participation or state-county sharing ratios affect the amount to be paid.

Example C: An ANB recipient receiving a maximum grant of \$60 entered the county hospital on November 15, 1946. Participation in that payment was as follows: Federal \$25; State \$17.50; County \$17.50. Beginning February 1, 1947, institutional subvention in the amount of \$17.50 was claimed. On March 1, 1947, the maximum ANB grant was increased to \$65 by law. The county institutional subvention claim remains at \$17.50 for March and subsequent months. (See Case No. 1 on the ANB Example of Form AB 801-H.)*

Example D: An OAS recipient receiving a grant of \$50 entered the county hospital on June 11, 1946. Participation in that payment was as follows: Federal \$20; State \$25; County \$5. Beginning September 1, 1946, institutional subvention in the amount of \$25 was claimed. The amount to be claimed for October and subsequent months remains the same. (No change resulted due to the October 1, 1946, increase in Federal participation.) (See Case No. 1 on the OAS Example of Form AB 801-H.)*

Example E: An OAS recipient receiving a grant of \$55 entered the county hospital on April 2, 1947. Participation in that payment was as follows: Federal \$25; State \$25; County \$5. Beginning July 1, 1947, institutional subvention in the amount

of \$25 was claimed. On August 1, 1947, the maximum grant was increased to \$60, and the state-county sharing ratio was changed from $5/6 - 1/6$ to $6/7 - 1/7$. The county institutional subvention claim remains at \$25 for August, 1947, and subsequent months. (See Case No. 2 on the OAS example of Form AB 801-H)*

Example F: An OAS recipient receiving a grant of \$55 entered the county hospital on August 5, 1947. Participation in that payment was as follows: Federal \$25; State \$25.71; County \$4.29. OAS was decreased to \$50 effective September 1. Beginning November 1 institutional subvention in the amount of \$25.71 should be claimed. (Amount of institutional subvention is not affected by the change in grant subsequent to the date the recipient entered the institution.) (See Case No. 3 on the OAS example of Form AB 801-H)*

In both regular and non-county cases the state share of the aid the recipient was receiving at the time of his entrance into the county institution is reported on Form AB 801-H, Claim for State Aid for Care of Former OAS/ANB Recipients in County Institutions. The total state share for all such cases is carried forward to the affidavit, Form AB 800-H.

The method of computing the state share in regular and non-county cases is as follows:

- (1) When county institutional subvention is claimed for the full month, the state share is computed according to the rules and regulations in effect in the month the recipient entered the institution.

Example G: An OAS recipient was receiving a grant of \$55 when he entered the county institution in July, 1947. Under the rules in effect in July, 1947, participation for a regular case was as follows. Federal \$25 (\$2.50 added to $\frac{1}{2}$ of \$45); State \$25 ($5/6$ of the difference between \$55 - \$25); County \$5 ($1/6$ of the difference between \$55 - \$25). In a non-county case the state share would be equal to the total grant less the Federal share, or \$30 (\$55 - \$25). (See Cases Nos. 4 and 5 on the OAS example of Form AB 801-H)*

Example H: An OAS recipient was receiving a grant of \$55 when he entered the county institution in August, 1947. Under the rules in effect in August, 1947, participation for a regular case was as follows: Federal \$25 (\$2.50 added to $\frac{1}{2}$ of \$45); State \$25.71 ($6/7$ of the difference between \$55 - \$25); County \$4.29 ($1/7$ of the difference between \$55 - \$25). In a non-county case the state share would be equal to the total grant less the Federal share, or \$30 (\$55 - \$25). (See Case Nos. 6 and 7 on the OAS example of Form AB 801-H)*

- (2) When county institutional subvention is claimed for a portion of the month, and the remainder of the month is claimed on the aid claim, the state share in both regular and non-county cases is the full month's share (computed as in item 1) prorated for the number of days the person remains in the institution.

Example I: An ANB recipient receiving a grant of \$75 enters the county institution in November, 1947, where he remains until April 16, 1948, when he is discharged and ANB is restored at

the rate of \$75. On the county institutional subvention claim for April, 1948, the actual state share for 15 days or \$18.75, is reported ($\$75 - \$25 = \50, $\$50 \times 3/4 = \37.50 , $\$37.50 \times 15/30 = \18.75). In a non-county case the state share for 15 days would be \$25 ($\$75 - \$25 = \50, $\$50 \times 15/30 = \25). A warrent is issued to the grantee in the amount of \$37.50 (15/30 x \$75), and that amount is reported on the voucher claim. (W&IC 2020, 2140, 2160.7, 2187.01, 3044.1, 3075, 3084; AGO NS5240, AGO NS5350)

CWS Workers

In those counties where agreements have been approved for the employment of CWS workers, the total salary received by those workers shall be charged to the CWS Program.

Reimbursement to the county from CWS funds will then be computed on the percentage of the CWS worker's salary specified in the agreement between the state and the county.

CW Supervisors

In those counties where agreements have been approved for the employment of a County Child Welfare Supervisor or County Child Welfare Supervisor Grade I or County Child Welfare Supervisor Grade II (if and when these two latter classifications are approved by the U. S. Children's Bureau) and the agreement specifies that such supervisors may work less than full time on CWS, the amount of such supervisors' salaries charged to CWS shall be determined on the basis of time actually spent during the month on activities specified in the agreement between the SDSW and the county.

Reimbursement to the county for a County Child Welfare Supervisor will be determined by applying the agreed percentage to be borne from CWS funds against the amount chargeable to the program as determined by the time recording procedure. In any event, the reimbursement will not exceed any contract limitation.

Educational Stipend

In those counties where agreements exist for the reimbursement of CWS educational stipends, such expenditures for stipends shall be reported and charged as a maintenance and operation expense to the CWS Program and the counties may claim reimbursement as specified in the existing agreements.

Other Expenditures

Expenditures for the CWS Program not contained in the regular agreement between the state and the county must be authorized individually in advance by the SDSW.

800-57 EXPENDITURES FOR CWS
CWS

Reimbursement may be obtained from CWS funds for types of expenditures specified in agreements between the SDSW and the counties. Expenditures not covered by the regular agreement between the county and the SDSW must be authorized individually in advance by the SDSW. See Sec. 645-25, Expenditures for CWS.

FILED

In the office of the Secretary of State
of the State of California

JUN 1 - 1948

At 8 o'clock A M.

FRANK M. JORDAN, Secretary of State

By

Robert V. Jordan
Assistant Secretary of State

Certified as a Regulation or
Regulations) of the

Dept of Soc. Welf.

(Name of State Agency)

C. M. Wollenberg

(Signature)

Director

(Title)

5/28/48

(Date)

MAIN OFFICE
SACRAMENTO
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(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR
Sacramento 14
May 28, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
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MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

in the office of the Secretary of State
of the State of California

IN REPLY PLEASE REFER
TO:

JUN 1 - 1948

At 8 o'clock A. M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

My dear Mr. Jordan:

Attached are three copies of the following regulations
issued by the State Department of Social Welfare:

DEPARTMENT BULLETIN NO. 269-A (Emergency Regulation)
DEPARTMENT BULLETIN NO. 319 (Emergency Regulation)
DEPARTMENT BULLETIN NO. 320 (Emergency Regulation)

These regulations were adopted by the State Social
Welfare Board pursuant to the powers conferred upon it by the
Welfare and Institutions Code under Sections 103, 103.5, and
103.6, and are being filed in accordance with Section 11380 of
the Government Code.

These regulations were adopted by the State Social Welfare
Board to be effective immediately upon filing with the Secretary
of State, since this has been found necessary for the
immediate preservation of the public peace, health and safety
or general welfare and that notice and public procedure thereon
are impracticable, unnecessary or contrary to the public
interest.

Very sincerely yours,

C. M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachments

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

April 26, 1948

FILED

In the office of the Secretary of State
of the State of California

DEPARTMENT BULLETIN NO. 269-A (Merit System)

JUN 1 - 1948

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
(Except those in Alameda, Sacramento,
Los Angeles, San Diego, San Francisco,
Santa Clara, Contra Costa, San Mateo,
and Fresno Counties.)

At 8 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

Subject: Use of new Form PS-19, Certification of Eligibles or
Authority to Nominate Provisional Appointee, Revised
April, 1948.

Attached is a copy of Revised Form PS-19, Certification of Eligibles or
Authority to Nominate Provisional Appointee. This revised form will replace the
following two forms formerly used: Form PS-19, Certification of Eligibles, Revised
October 1944, and Form PS-67, Authority to Nominate Provisional Appointee.

When the State Department of Social Welfare receives a request for
certification, a complete eligible list will be sent to the appointing authority
or, if there are no eligibles, an authority to nominate provisional appointee will
be issued. If there is an incomplete eligible list, the available names will be
sent to you, as a convenience, together with an authority to nominate provisional
appointee. The appropriate box in the upper left hand corner of Form PS-19 will be
checked by our department in order that you may know the nature of the authority
issued.

On the old Form PS-19, it was the practice to require the signature of
the appointed eligible. Effective immediately, this practice will be discontinued,
and instead the signature of the eligible will be required on the Form PS-20, Notice
of Appointment, Revised March, 1947. The signature of the appointee will be re-
quired on each Form PS-20 submitted in the future, not only when the appointment is
made from an eligible list but also when the appointment is made on a provisional,
emergency, or other basis.

If you do not have a supply of Form PS-20, Revised March, 1947, please
request a supply immediately and discontinue using the obsolete forms issued prior
to March, 1947.

Very sincerely yours,

C. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Enclosure

COMPLETE CERTIFICATION
INCOMPLETE CERTIFICATION AND ANPA
ANPA

CERTIFICATION OF ELIGIBLES
OR
AUTHORITY TO NOMINATE PROVISIONAL APPOINTEE

IMPORTANT

RETURN ORIGINAL COPY OF THIS
FORM SHOWING ACTION TAKEN
TO THE SDSW, 616 K STREET,
SACRAMENTO 14, CALIFORNIA

COUNTY WELFARE DEPARTMENT		CERTIFICATION NUMBER
CLASSIFICATION TITLE		DATE OF REQUEST FOR ELIGIBLES
NO. OF POSITIONS TO BE FILLED	SALARY RATE	DATE LIST SENT OR ANPA ISSUED

IN RESPONSE TO YOUR REQUEST FOR CERTIFICATION, THE NAMES OF THE FOLLOWING ELIGIBLES ARE SUBMITTED. THESE PERSONS HAVE NOT BEEN NOTIFIED OF THEIR CERTIFICATION, AND IT IS YOUR RESPONSIBILITY TO COMMUNICATE WITH THEM TO ARRANGE FOR INTERVIEWS. IN MAKING APPOINTMENTS, IT IS ADVISABLE TO INTERVIEW ALL INDIVIDUALS CERTIFIED. AFTER MAKING THE NUMBER OF APPOINTMENTS AUTHORIZED, ENTER AN APPROPRIATE EXPLANATION UNDER ACTION TAKEN AFTER THE NAME OF EACH ELIGIBLE WHO IS CERTIFIED AND SUBMIT A FORM PS-20, NOTICE OF APPOINTMENT, FOR EACH ELIGIBLE WHO IS APPOINTED. WHEN THIS CERTIFICATION IS RETURNED TO THE SDSW, PLEASE BE SURE THAT IT IS SIGNED BY THE APPOINTING AUTHORITY AND THAT THE ORIGINAL WRITTEN WAIVERS RECEIVED HAVE BEEN ENCLOSED.

NAME AND ADDRESS OF ELIGIBLES	BIRTHDATE	TYPE OF EMPLOYMENT LIST	DATE OF APPOINTMENT	ACTION TAKEN

FOR USE OF SDSW ONLY AUTHORITY TO NOMINATE PROVISIONAL APPOINTEE NO.	AUTHORIZATION GRANTED TO MAKE PROVISIONAL APPOINTMENTS AS CHECKED BELOW:	CERTIFYING OFFICER FOR MERIT SYSTEM EXAMINING AGENCY	
	<input type="checkbox"/> FOR THE REMAINDER OF POSITIONS UNFILLED AFTER EXHAUSTION OF ABOVE ELIGIBLE LIST	DATE CERT. AND/OR ANPA ISSUED	ISSUED BY
	<input type="checkbox"/> FOR THE NUMBER OF POSITIONS TO BE FILLED IF YOU DESIRE TO MAKE A PROVISIONAL APPOINTMENT, PLEASE SUBMIT A COMPLETED FORM PS-16, STATEMENT OF QUALIFICATIONS FOR PROVISIONAL APPOINTMENT, PRIOR TO MAKING SUCH APPOINTMENT.	DATE APPTS. NOTED	NOTED BY

TO BE SIGNED BY THE APPOINTING AUTHORITY WHEN ELIGIBLE LIST IS RETURNED TO THE SDSW

SIGNATURE

TITLE

DATE

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
April 26, 1948

W410 119.5, 119.6
FILED

in the office of the Secretary of State
of the State of California

DEPARTMENT BULLETIN NO. 319 (Merit System)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
(Except those in Alameda, Sacramento,
Los Angeles, San Diego, San Francisco,
Santa Clara, Contra Costa, San Mateo,
and Fresno Counties.)

JUN 1 - 1948

At 8 o'clock A M.

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

Subject: Use of Privately Owned
Cars in the Performance
of Duties.

In order to speed up the process of certification and to avoid dis-
appointment on the part of the county welfare director and on the part of the
eligible, any county which requests that personnel employed in the county welfare
department provide their own cars for their work, must specifically state this on
the Form PS-18, Request for Certification, under Item 2B "Special Requirements of
the Position".

This information will assist us in completing certifications and help
avoid our sending you the names of eligibles who do not wish to use their personal
cars in performing the duties required of the position.

Very sincerely yours,

C. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

CHARLES M. WOLLENBERG
Director

EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
May 6, 1948

FILED

in the office of the Secretary of State
of the State of California

JUN 1 - 1948

At 8 o'clock 9. M.

FRANK M. JORDAN, Secretary of State

By *Robert F. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 320 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Termination of Civilian
War Assistance Program

All services under the Civilian War Assistance Program must be rendered on or before June 30, 1948. No commitments nor obligations against Federal funds may be incurred after that date.

Administrative cost claims are to be terminated at the same time that assistance costs are terminated, and the final claims, inclusive of administrative expense claims, are to be submitted immediately following June 30, 1948.

Very sincerely yours,

Ch. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR
Sacramento 14
June 9, 1948

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. RUBY BACIGALUPI
1870 JACKSON STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

REV. THOMAS H. MARKHAM
409 NATIVE SONS' BUILDING
SACRAMENTO

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

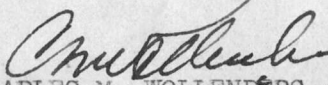
Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of Manual Letter No. 119. Typewritten copies of revised material were filed with your office under date of May 28, 1948. The attached are the mimeographed copies mentioned in our transmittal letter of May 28, 1948.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

468:b5
Attachments

RECEIVED
SACRAMENTO, CALIF

1948 JUN 10 PM 1 24

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

FILED

In the office of the Secretary of State
of the State of California

1297

June 8, 1948

JUN 10 1948

At 2.00 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert F. Jordan*
Assistant Secretary of State

MANUAL LETTER NO. 119

The attached revisions are to be entered in your Manual of Public Assistance Policies and Procedures and the revision numbers canceled on the separators of the revised chapters. The revision numbers are as follows:

Classification	Revisions 45 and 46
Investigation and Decision	Revisions 183 thru 185
Financial Procedures	Revisions 365 thru 372
Child Welfare Services	Revision 12

These revisions were adopted by the Social Welfare Board on May 28, 1948, and are effective as follows:

June 1, 1948

193-30
235-55
237-75
250-00

July 1, 1948

627-25
645-25
800-57

Secs. 193-30, 235-55, and 237-75 have been revised in accordance with the change in policy to include the classification of Half-Orphan, Parent Committed to Institution, a child whose parent is confined to a state hospital and who was admitted "on certification" as provided by W&IC 6610 through 6611.9 and a child whose parent is confined to the California Vocational Institution at Lancaster pursuant to a Superior Court conviction of a felony punishable by imprisonment in a state prison.

Sec. 250-00 as revised now includes the provision that aid shall be denied if county residence was changed after the application was signed provided such change occurred before the first of the month in which aid would otherwise be effective. This material makes this section consistent with Sec. 232-40 previously revised.

Sec. 627-25 provides for claiming county hospital subvention on a quarterly rather than a monthly basis on Forms AB 800-H and AB 801-H. Samples of the revised forms are attached and are to be added to Sec. 629-99 to replace Forms Ag 800-H, B1 800-H, AB 801-H, and B1 801-H.

Secs. 645-25 and 800-57 have been revised to clarify the policy regarding reimbursement of CWS expenditures.

Because much of the material in the Special Services Chapter is obsolete, the whole chapter has been deleted and should be removed from the Manual.

193-30 CLASSIFICATION OF HALF-ORPHAN, PARENT COMMITTED TO
INSTITUTION (P.C.I.)
ANC

193-30

A child, whose parent is under commitment to any state or Federal hospital, or whose parent has been deprived of civil rights by reason of commitment to any state or Federal prison in this or any other state of the United States, shall be considered to come within the classification of half-orphan for the purposes of ANC.

This classification is considered to include:

1. A child whose parent has been committed to a Federal prison, but is serving a sentence in a county jail as a Federal prisoner;
2. A child whose parent has been committed to a state hospital, such as Sonoma State Home or Pacific Colony;
3. A child whose parent is committed to a state hospital as an inebriate or narcotic addict;
4. A child whose parent is confined to a state hospital and who was admitted thereto "on certification" as provided by W&IC Secs. 6610 through 6611.9.
5. A child whose father has been convicted by a military general court martial and sentenced to a Federal prison or disciplinary barracks for more than one year. This applies to comparable sentences in the Navy or Marine Corps.
6. A child whose parent is confined to the California Vocational Institution at Lancaster pursuant to a Superior Court conviction of a felony punishable by imprisonment in the state prison.

Children shall not be considered eligible under this classification when:

1. The parent is serving a sentence in a county jail, other than as a Federal prisoner;
2. The parent is under commitment to an industrial school or reformatory, which is not a "prison," such as Preston School of Industry;
3. The parent is a voluntary patient at a state hospital;
4. The parent is in a Federal hospital (veteran, marine, etc.), but not under commitment to such institution;
5. The parent is serving a sentence in the guard house of a military post following a summary court martial (or comparable type of confinement in the Navy or Marine Corps).

(Section Continued on Next Page)

193-20 (Continued)

193-20

- a. The presumption that the husband is the father is refuted (See Sec. 191-10, III, for acceptable evidence);

and
- b. The alleged father denies paternity or cannot be located and there is no indication of a previous acknowledgment of paternity on his part.
3. Paternity is not legally established if there has been a paternity hearing in court and the findings do not establish paternity.

B. When Aid May Not Be Granted Under This Classification:

1. Paternity is acknowledged if the alleged father acknowledges paternity either verbally or in writing.

When during the investigation an acknowledgment refutes a former denial of paternity by the alleged father, such acknowledgment is acceptable provided it is consistent with other known facts and the recording so indicates.

2. Paternity is legally established if:

- a. Paternity is established by court proceedings;

OR:

- b. The court order for support named the father or refers to the child as his child;

OR:

- c. The father of an illegitimate child adopts it as a legitimate child in accordance with Section 230 of the Civil Code by publicly acknowledging it as his own, receiving it as such, with the consent of his wife if he is married, into his family, and otherwise treating it as if it were a legitimate child.

C. Child Who Has Been Relinquished For Adoption:

Until or unless adoption is consummated, a child whose paternity has not been acknowledged, who has been relinquished for adoption by the mother (having sole custody) and the relinquishment has been filed with the SDSW, continues under the classification of dependent illegitimate child. (See Sec. 171-20, Responsibility of Parents for Children.) (W&IC 1560)

193-40 CLASSIFICATION OF HALF-ORPHAN, ADOPTION BY ONE PERSON (H.O.)
ANC

193-40

A child is considered to come within the classification of half-orphan for purposes of ANC if he is adopted by one person. (SEE SEC. 235-60, VERIFICATION OF HALF-ORPHAN, ADOPTED BY ONE PERSON.) (W&IC 1560)

194-00 CLASSIFICATION OF ABANDONED CHILD (Abd.)
ANC

194-00

A child declared abandoned by the findings of a court is eligible for ANC under the classification of abandoned child provided the child is otherwise eligible.

When there has been no court action but both parents have abandoned the child for one year, their whereabouts is unknown to administrative authorities at the time the eligibility of the child is passed upon, and a thorough investigation made to locate them has not revealed their whereabouts, such child shall be considered an abandoned child for the purposes of ANC. (SEE SEC. 235-65, VERIFICATION IN ABANDONMENT CLASSIFICATION.) (W&IC 1500, 1560)

193-30 (Continued)

193-30

Eligibility under this classification is established by verification in writing from the institution of date of commitment or date of admission on certification to a state hospital and request for notification of change of status, such as parole, escape, or discharge.

Release of a parent on parole or deportation of a parent who is on parole does not disqualify a child for ANC provided it is determined that need continues to exist by investigation of resources, including possible earnings of the parent.

The escape of a parent from an institution does not disqualify a child for ANC provided he remains otherwise eligible. The county shall attempt to find out the whereabouts and circumstances of the parent in order to determine the continued need of the child.

Aid under this classification may continue until the parent's commitment is vacated, provided the child continues to be otherwise eligible. If the parent was admitted to a state hospital "on certification", aid may continue until the certification is set aside by judicial decree or until the parent is discharged by the hospital superintendent. Aid shall not be granted after the last day of the month in which the parent is discharged from the institution.

See Sec. 235-55, Verification of Half-Orphan, Parent Committed to Institution Classification, for method of establishing eligibility. (W&IC 1500, 1560)

235-60 VERIFICATION OF HALF-ORPHAN, ADOPTED BY ONE PERSON
ANC

235-60

When a child has been adopted by one person such adoption shall be verified:

1. By a certified copy of the court order; or,
2. By examination of the court order in applicant's possession and completion of Summary of Information from Review of Documentary Evidence (Form CA 203); or,
3. By a statement from the adoption agency (in California the Children's Home Society of California or Native Sons and Native Daughters, Central Committee on Homeless Children) giving the date of the court order of adoption. (W&IC 1500, 1560)

Although the adoption petition, relinquishment, agreement, order and any power of attorney and deposition must be filed in the office of the county clerk in California counties in which the adoption is completed, these adoption documents are not open to inspection by other than the parties to the action and their attorneys and the SDSW except upon the written authority of the judge of the Superior Court. (W&IC 1560; CC 227)

The adoption records on file in the SDSW are confidential and are not available to social agencies except upon the written authorization and consent of the parent or petitioner. Verification thru the SDSW should be attempted after written authority has been secured only when other sources have been exhausted. (W&IC 118, 1560; CC 227)

When an adoption is revoked by the court under Sec. 227b of the Civil Code and verification of this fact has been established, eligibility for ANC continues since the child is considered as without parents and therefore a whole orphan. (See Sec. 192-00, Classification of Orphan (W.O.)). (W&IC 1560; AGO NS 1600)

235-65 VERIFICATION IN ABANDONMENT CLASSIFICATION
ANC

235-65

There are two methods of establishing eligibility under the abandonment classification. (See Sec. 194-00, Classification of Abandoned Child.)

When there has been court action declaring child abandoned by both parents under Sec. 701 (a) of the W&IC, the county shall obtain a certified copy of the court order, or the worker may complete Instructions for Summary of Information (Form CA 203) summarizing the court record.

When there has been no court action declaring the child an abandoned child, the fact that both parents have abandoned the child for one year and that their whereabouts are unknown to the administrative authorities at the time of application shall be established by the following:

1. Reports of Interviews with relatives.
2. Detailed report in the case record of circumstances surrounding the parents' absence and procedure followed to locate them. (See Sec. 235-45, Verification of Half-Orphan (Absent Father Classification), for sources to be used in efforts to locate parents.) (W&IC 1500, 1501, 1560)

235-50 VERIFICATION OF HALF-ORPHAN, DEPENDENT ILLEGITIMATE
CLASSIFICATION
ANC

235-50

Classification of Half-Orphan, Dependent Illegitimate Child, Sec. 193-20, outlines in detail the method of establishing eligibility under this classification. The county record shall contain a detailed statement of circumstances concerning parentage and birth of the illegitimate child. If possible, a statement of the mother and alleged father regarding paternity should be secured. Sources listed in Sec. 235-45, Verification of Half-Orphan (Absent Father Classification), shall be used to locate alleged father. A detailed report of steps taken by the county to locate him shall be in the case record. When there is a verified undissolved marriage of the mother, documentary evidence shall be secured to overcome the presumption of legitimacy. (See Sec. 234-25, Purpose of Verification of Divorce.) (W&IC 1501, 1560)

235-55 VERIFICATION OF HALF-ORPHAN, PARENT COMMITTED TO INSTITUTION
CLASSIFICATION
ANC

235-55

Eligibility under this classification is established as follows:

1. When the parent has been committed to a state or Federal hospital or prison or admitted on certification to a state hospital, the county record shall contain:
 - a. Verification from the official records of date of commitment to a state or Federal hospital or prison or admission on certification to a state hospital.
 - b. A copy of the county's request for notification by the hospital or prison of any change of status.
2. When a parent has been convicted by a military general court martial and sentenced to a Federal prison or disciplinary barracks, the county record shall contain an official copy of the order of the military tribunal or other written verification from the military authorities. This shall include the date of sentence.

When the parent is on parole or escape from an institution; the county shall attempt to determine the whereabouts and circumstances of the parent.

See Secs. 235-45, Verification of Half-Orphan (Absent Father Classification), for sources to be used in efforts to locate the parent, and 193-30, Classification of Half-Orphan P.C.I. (W&IC 1501, 1560)

237-75 (Continued)

Page 7 of 237-75

Eligibility Requirements

How Verified

Tuberculous Father Classification
(See Secs. 195-00, 235-70)

Record: (1) the fact that the physician's report Form CA 242 is completed, (2) date of the examination by the physician, (3) where the CA 242 may be reviewed.

EXAMPLE:

2A. CLASSIFICATION I.B.F.2B. EVIDENCE VERIFYING CLASSIFICATION
CA 242, EXAMINED 3/5/47. CO. FILE.Abandoned Child Classification
(See Secs. 194-00, 235-65)

Record: (1) nature of evidence, (2) date of court order declaring child abandoned or dates covering period of abandonment, (3) where the evidence may be reviewed.

EXAMPLE A:

2A. (WHEN CHILD DECLARED ABANDONED BY COURT)
CLASSIFICATION ABD.2B. EVIDENCE VERIFYING CLASSIFICATION
CT. ORDER OF ABANDONMENT 5/18/47 SACTO.,
CO. CLK'S OFFICE.

EXAMPLE B:

2A. (WHEN CHILD NOT DECLARED ABANDONED BY COURT)
CLASSIFICATION ABD.2B. EVIDENCE VERIFYING CLASSIFICATION
CHILDREN'S PROTECTIVE SOC. RECORD 12/15/45;
ROUTINE EFF. TO LOC. ALL CLUES FOLLOWED
11/1/45 TO 3/1/47 CO. FILE.

(Section Continued on Next Page)

237-75 (Continued)

Page 6 of 237-75

Eligibility Requirements

How Verified

If the alleged father is located and denies paternity or refuses to make a statement regarding paternity; record:

(1) Date and content of alleged father's statement.

Example A.

2A. Classification
Illegitimate

2B. Evidence Verifying Classification
7/16/47 all. fa. interviewed denied paternity
co. file.

Example B.

2A. Classification

2B. Evidence Verifying Classification
9/16/47 all. fa. interv. refuses to ackn. or
deny pat. co. file.

Parent Committed to Institution

(See Secs. 193-30, 235-55)

Record: (1) nature of evidence verifying the date of parent's commitment to a state or Federal hospital or prison or admission on certification to state hospital, (2) the date of commitment to a state or Federal hospital or prison or admission on certification to a state hospital, (3) type of institution, (4) nature of the request for notification of change of status, and (5) where evidence may be reviewed.

Example A:

2A. (When father committed to prison)
Classification P.C.I.

2B. Evidence Verifying Classification
Commitment order, fa. comm. San Quen. 5/10/44,
Ala. Co. clk's off. Req. for not. of chg. of
stat. 5/28/46, co. file.

Example B:

2A. (When father committed to hospital)
Classification P.C.I.

2B. Evidence Verifying Classification
Let. from Agnews, 5/25/46, ea. comm. 8/4/42, req.
for not. of chg. of stat. 5/25/46 co. file.

Example C:

2A. (When father under military commitment)
Classification P.C.I.

2B. Evidence Verifying Classification
Cert. copy. gen'l. court martial fa. sentenced
9/5/44 - Disciplinary Barracks, Turlock, Calif.
Req. for not. chg. of status 8/25/45, co. File.

Incapacitated Father Classification

(See Secs. 196-00, 235-75)

Record: (1) fact that the physician's report, Form CA 240, is completed, (2) date of the examination by the physician, (3) where the CA 240 may be reviewed.

Example:

2A. Classification C.I.F.

2B. Evidence Verifying Classification
CA 240, examined 11/18/45, Co. File.

(Section Continued on Next Page)

250-00 (Continued)

250-00

to be ineligible or for some other reason wishes the investigation discontinued. The reason for the applicant's withdrawal, if known, should be recorded in the county record.

Notice to Applicant Who Withdraws Application (Form DPA 8) shall be given or mailed to the applicant who withdraws his application except for counties in which the board of supervisors takes denial action on withdrawn applications. A copy of the notification shall be retained in the case record.

When a withdrawn application is denied by the board of supervisors, the applicant shall be notified of this action on Form Ag, B1, CA 239 (Notification of Action by Board of Supervisors), in accordance with the provisions of Sec. 250-10, Reporting Action of the Board of Supervisors to Applicant. (See Form DPA 8 in Sec. 250-99, Forms Used in Investigation Procedures.) (W&IC 1550, 1560, 2140, 3075, 3084, 3085, 3460, 3472)

250-00 DISPOSAL OF APPLICATIONS
OAS, ANB, APSB, ANC

250-00

The board of supervisors shall as the final step in the investigation grant or deny the application (Form Ag, Bl, CA 200). In ANC, when application is filed for a family group in which some children qualify for aid and others do not qualify, the county may grant aid for the eligible child or children and at the same time deny aid for the ineligible child or children.

When aid is granted, the board of supervisors shall specify the amount of aid and the date on which it is to begin. (See Sec. 611.50, Beginning Date of Aid--New Applications.) When proof of ineligibility has been obtained or when by diligent investigation all reasonable sources of proof of eligibility have been examined without establishing eligibility, aid shall be denied by the board of supervisors. (W&IC 1511, 1550, 2020, 2022, 3084, 3472)

The board of supervisors shall act on the application at the first meeting for consideration of such applications subsequent to receipt of the report of investigation made to them by their designated representative.

In ANC, if the eligibility or ineligibility status has not been determined for one or more of the family group, the county action may be withheld for such child or children until a later date when the investigation has been completed. Include only those children for whom eligibility or ineligibility has been established on the Certificate of Verification of Eligibility (Form CA 201). When evidence necessary to establish eligibility or ineligibility of the remaining child or children named on the Form CA 200 is obtained, another Form CA 201 shall be completed and referred to the board of supervisors for appropriate action.

Aid shall be denied when the applicant's whereabouts are unknown and he cannot be located or when he established residence in another state before the investigation is completed. Aid shall be denied if county residence was changed after the application was signed provided such change occurred before the first of the month in which aid would otherwise be effective. (See Sec. 232-40, Change of County Residence Prior to Granting of Aid.)

In OAS, ANB, and APSB action of the board of supervisors is not required when an applicant dies before the investigation is completed. Such applications are considered canceled.

Action of the board of supervisors is not necessary on withdrawn applications. Any request by the applicant for withdrawal of his application shall be made upon his own initiative and in writing. Withdrawals may occur when the applicant believes himself, or the children for whom application is being made,

(Section Continued on Next Page)

627-25 (Continued)

627-25

Example D: An OAS recipient receiving a grant of \$50 entered the county hospital on June 11, 1946. Participation in that payment was as follows: Federal \$20; state \$25; county \$5. Beginning September 1, 1946, institutional subvention in the amount of \$25 was claimed. The amount to be claimed for October and subsequent months remains the same. (No change resulted due to the October 1, 1946, increase in Federal participation.) (See Case No. 1 on the OAS example of Form AB 801-H)*

Example E: An OAS recipient receiving a grant of \$55 entered the county hospital on April 2, 1947. Participation in that payment was as follows: Federal \$25; state \$25; county \$5. Beginning July 1, 1947, institutional subvention in the amount of \$25 was claimed. On August 1, 1947, the maximum grant was increased to \$60, and the state-county sharing ratio was changed from $5/6 - 1/6$ to $6/7 - 1/7$. The county institutional subvention claim remains at \$25 for August, 1947, and subsequent months. (See Case no. 2 on the OAS example of Form AB 801-H)*

Example F: An OAS recipient receiving a grant of \$55 entered the county hospital on August 5, 1947. Participation in that payment was as follows: Federal \$25; state \$25.71; county \$4.29. OAS was decreased to \$50 effective September 1. Beginning November 1 institutional subvention in the amount of \$25.71 should be claimed. (Amount of institutional subvention is not affected by the change in grant subsequent to the date the recipient entered the institution.) (See Case No. 3 on the OAS example of Form AB 801-H)*

In both regular and non-county cases the state share of the aid the recipient was receiving at the time of his entrance into the county institution is reported on Form AB 801-H, Claim for State Aid for Care of Former OAS/ANB Recipients in County Institutions. The total state share for all such cases is carried forward to the affidavit, Form AB 800-H.

The method of computing the state share in regular and non-county cases is as follows:

- (1) When county institutional subvention is claimed for the full month, the state share is computed according to the rules and regulations in effect in the month the recipient entered the institution.

Example G: An OAS recipient was receiving a grant of \$55 when he entered the county institution in July, 1947. Under the rules in effect in July, 1947, participation for a regular case was as follows: Federal \$25 (\$2.50 added to $\frac{1}{2}$ of \$45), state \$25 ($5/6$ of the difference between \$55 and \$25); county \$5 ($1/6$ of the difference between \$55 and \$25). In a non-county case the state share would be equal to the total grant less the Federal share, or \$30 (\$55 - \$25). (See Cases Nos. 4 and 5 on the OAS example of Form AB 801-H)*

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

**627-25 COUNTY INSTITUTIONAL CLAIM UNDER W&IC, SECS. 2160.7 AND 3044.1
OAS, ANB**

627-25

County Institutional Claims cover state payments to counties for medical, hospital, or infirmary care extended to former recipients of OAS or ANB (APSB excluded) in county institutions. (Sec. 165-00, Subvention for Hospital or Infirmary Care.) Only one claim for each quarter shall be filed for each aid. This quarterly claim shall show the amount of subvention being claimed each month of the quarter for each former recipient of OAS or ANB. (See Secs. 626-10, 626-20, and 626-40)

County institutional subvention is paid only after aid to the individual has been discontinued. It continues until the end of the month in which the person leaves the institution except when aid is restored during the month in which the person leaves the institution. In the latter instance the institutional subvention is paid only up to the date on which aid is restored. There shall be no overlapping of aid to the individual and county institutional subvention.

Example A: An ANB recipient entered a county institution on October 15 and aid was discontinued December 31. County institutional subvention began January 1. The person died on March 17. County institutional subvention is claimed for the entire months of January, February, and March.

Example B: An OAS recipient entered a county institution on September 14. Aid was discontinued November 30. County institutional subvention began December 1. The person left the county institution January 17 and OAS was restored on that date. County institutional subvention is claimed for the entire month of December and for 16 days in January. OAS is paid for 15 days in January and reimbursement is claimed on the OAS claim.

The amount which a county receives as county institutional subvention is determined by the state share of the grant the recipient was receiving when he entered the institution, and no subsequent changes in maximum grant, Federal participation, or state-county sharing ratios affect the amount to be paid.

Example C: An ANB recipient receiving a maximum grant of \$60 entered the county hospital on November 15, 1946. Participation in that payment was as follows: Federal \$25; state \$17.50; county \$17.50. Beginning February 1, 1947, institutional subvention in the amount of \$17.50 was claimed. On March 1, 1947, the maximum ANB grant was increased to \$65 by law. The county institutional subvention claim remains at \$17.50 for March and subsequent months. (See Case No. 1, on the ANB example of Form AB 801-H)*

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

(Section Continued on Next Page)

627-30 FEDERAL PARTICIPATION
OAS, ANB, ANC

627-30

Basis for Federal Participation and Actual Federal Share:OAS, ANB

In OAS and ANB the maximum basis for Federal participation is \$45. (There is no Federal participation in the APSB program.) The actual Federal share is: $\frac{2}{3}$ of \$15, plus $\frac{1}{2}$ of the difference between the amount paid (not counting excess over \$45) and \$15. If the grant is less than \$15, $\frac{1}{2}$ of the difference between the grant and \$15 is deducted from $\frac{2}{3}$ of \$15. The maximum Federal share is \$25.

The short formula for computing the Federal share is: $\frac{1}{2}$ the amount paid (not counting excess over \$45) plus \$2.50.

Example A: OAS grant \$60 - Federal basis \$45, or, ANB grant \$75 - Federal basis \$45.

Regular formula	$\frac{2}{3}$ of \$15	\$10.00
	$\frac{1}{2}$ of (\$45-\$15) \$30	15.00
	Federal share	<u>\$25.00</u>
Short formula	$\frac{1}{2}$ of \$45	\$22.50
	Plus	2.50
	Federal share	<u>\$25.00</u>

Example B: Grant \$12 - Federal basis \$12

Regular formula	$\frac{2}{3}$ of \$15	\$10.00
	$\frac{1}{2}$ of (\$12-\$15) minus \$3	-1.50
	Federal share	<u>\$ 8.50</u>
Short formula	$\frac{1}{2}$ of \$12	\$ 6.00
	Plus	2.50
	Federal share	<u>\$ 8.50</u>

Example C: Grant \$4 - Federal basis \$4

Regular formula	$\frac{2}{3}$ of \$15	\$10.00
	$\frac{1}{2}$ of (\$4-\$15) minus \$11	-5.50
	Federal share	<u>\$ 4.50</u>
Short formula	$\frac{1}{2}$ of \$4	\$ 2.00
	Plus	2.50
	Federal share	<u>\$ 4.50</u>

Prior to October 1, 1946, the maximum basis for Federal participation was \$40. The actual Federal share was one-half the monthly grant up to a total grant of \$40 (the maximum being \$20) on all cases which met Federal eligibility requirements. Supplemental claims for periods prior to October 1, 1946, should be computed accordingly. (See Sec. 626-50, Supplemental Aid Claims.)

(Section Continued on Next Page)

627-25 (Continued)

627-25

Example H: An OAS recipient was receiving a grant of \$55 when he entered the county institution in August, 1947. Under the rules in effect in August, 1947, participation for a regular case was as follows: Federal \$25 (\$2.50 added to $\frac{1}{2}$ of \$45); state \$25.71 ($\frac{6}{7}$ of the difference between \$55 and \$25); county \$4.29 ($\frac{1}{7}$ of the difference between \$55 and \$25). In a non-county case the state share would be equal to the total grant less the Federal share, or \$30 (\$55 - \$25). (See Cases Nos. 6 and 7 on the OAS example of Form AB 801-H)*

- (2) When county institutional subvention is claimed for a portion of the month, and the remainder of the month is claimed on the aid claim, the state share in both regular and non-county cases is the full month's share (computed as in item 1) prorated for the number of days the person remains in the institution.

Example I: An ANB recipient receiving a grant of \$75 enters the county institution in November, 1947, where he remains until April 16, 1948, when he is discharged and ANB is restored at the rate of \$75. On the county institutional subvention claim for April, 1948, the actual state share for 15 days, or \$18.75, is reported ($\$75 - \$25 = \50, $\$50 \times \frac{3}{4} = \37.50 , $\$37.50 \times \frac{15}{30} = \18.75). In a non-county case the state share for 15 days would be \$25 ($\$75 - \$25 = \50, $\$50 \times \frac{15}{30} = \25). A warrant is issued to the grantee in the amount of \$37.50 ($\frac{15}{30} \times \75), and that amount is reported on the voucher claim. (W&IC 2020, 2140, 2160.7, 2187.01, 3044.1, 3075, 3084; AGO NS5240, AGO NS 5350)

*Examples of the various types of cases are shown on the sample forms in Sec. 629-99, County Aid Claim Forms.

FORM Ag 804

Form Ag 804 (revised)--August, 1943

State of California
Department of Social WelfareCancellation Schedule to Accompany
Monthly Aged Claim

REPORT OF CANCELLED WARRANTS

From XXX County

FOR AID TO NEEDY AGED PERSONS

To Accompany November 1947, Monthly Aged ClaimSubmit TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
Sacramento, California(Indicate Non-Co. Cases by (*), Non-Fed.
Cases by (**) and Non-Co. Non-Fed. Cases
by (***) in Column 7.)

Warrants Issued Prior to July 31, 1947

(1) NAME		(2) State No.	(3) Warrant No.	(4) Warrant Date	(5) Mo. and Year Claimed	(6) Warrant Amount	(7) (8) (9) (10) (11) AMOUNT OF CANCELLATION					(12) Do Not Write in This Column
Family	Given						Total	Excess	Federal	State	County	
Smith,	Dick	2	863	7/1/47	7/47	55.00	* 55.00	10.00				(See Sec. 628-05, Reporting of Cancelled Aid Warrants.)
Brown,	Harry	3	872	7/1/47	7/47	55.00	55.00	10.00				
Conner,	Brenda	6	896	7/1/47	7/47	50.00	** 50.00					
Jones,	Henry	11	632	5/1/47	5/47	12.00	12.00					
Williams,	James	12	743	6/1/47	6/47	4.00	4.00					
RECAPITULATION:						176.00	176.00	20.00	63.00	99.17	13.83	
						Regular	71.00	10.00	38.00	27.50	5.50	
						Non-Co.	55.00	10.00	25.00	30.00		
						Non-Fed.	50.00			41.67	8.33	
Number of Eligible Persons <u>4</u>							176.00	20.00	63.00	99.17	13.83	

Note.--Current Cancellations should be crossed off payroll and not included in totals.

The breakdown into Federal and State amounts should be omitted in regular cases; i.e., when there is participation by Federal, State and County Governments.

Form ABC 803
Schedule to Accompany
Monthly Aid Claims

REPORT OF ADJUSTMENTS*

From XXXX County
Aged Aid

To Accompany November 1947, Monthly Aid Claim

Submit TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
Sacramento, California

FORM ABC 803

(1) NAME OF PAYEE Family Given	(2) NAMES OF CHILDREN (For Children's Aid Only) Family Given	(3) State Number	(4) Period Covered	(5) Reason	(6) Total Amount	(7) Federal	(8) State	(9) County	(10) Remarks
Dawson, Albert		1002	December 1946	Excess Income	20.00	5.00	12.50	2.50	(See Sec. 672-50, Distribution of Adjustments Example A.)

(Form Ag, B1 & CA 808 should be submitted for each repayment upon its receipt by the County and prior to its being reported on this schedule)
* This form may be used for the reporting of collections by changing the above title to "Report of Collections."

Form ABC 803
Schedule to Accompany
Monthly Aid Claims

COLLECTIONS
REPORT OF ~~ADJUSTMENTS~~

From XXXX County
Aged Aid

To Accompany November 1947, Monthly Aid Claim

Submit TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
Sacramento, California

FORM ABC 803

(1) NAME OF PAYEE Family Given	(2) NAMES OF CHILDREN (For Children's Aid Only) Family Given	(3) State Number	(4) Period Covered	(5) Reason	(6) Total Amount	(7) Federal	(8) State	(9) County	(10) Remarks
Miller, George		2001	4/1/44- 12/31/44	Vol.	25.00	10.35	12.21	2.44	(See Sec. 673-25, Distribution of Collections Example A.)
Johnson, Marie		2452	10/1/46- 12/31/46	"	115.00	64.33	42.38	8.49	(See Sec. 673-25, Distribution of Collections Example B.)
					140.00	74.48	54.59	10.93	

(Form Ag, B1 & CA 808 should be submitted for each repayment upon its receipt by the County and prior to its being reported on this schedule)
* This form may be used for the reporting of collections by changing the above title to "Report of Collections."

629-99 (Continued)

629-99

State of California

Forward TWO Copies to
State Department of Social Welfare
Sacramento, California

FORM AB 800-H

FROM XXXXXX COUNTY

STATE AID FOR

CARE OF FORMER OAS RECIPIENTS IN COUNTY INSTITUTIONS

(AS PROVIDED UNDER SECTION 2160.7/3044.1 OF THE WELFARE AND INSTITUTIONS CODE)

FOR QUARTER ENDING SEPTEMBER 30, 1948 FISCAL YEAR

FOR STATE USE ONLY

APPROVAL STAMP

1. TOTAL STATE SHARE (TOTAL COLS. 3,4, & 5, FORM AB 801-H)..... \$ 570.65
STATE SHARE 1ST MONTH (COL. 3, FORM AB 801-H).....\$ 211.42
STATE SHARE 2ND MONTH (COL. 4, FORM AB 801-H).....\$ 198.52
STATE SHARE 3RD MONTH (COL. 5, FORM AB 801-H).....\$ 160.71
2. STATE SHARE ADJUSTMENTS (COL. 8, FORM ABC 803)..... \$ -0-
3. DUE FROM STATE FUNDS (ITEM 1 MINUS ITEM 2)..... \$ 570.65

STATE OF CALIFORNIA, COUNTY OF XXXXX)SS.

I, WILLIAM DOE, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE AFORESAID COUNTY, AND THAT THE AUTHORITIES OF THIS COUNTY HAVE COMPLIED WITH ALL PROVISIONS OF CHAPTER 1 OF DIV. III OR CHAPTER 1 OF PART I OF DIV. V OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, UNDER WHICH THIS CLAIM IS FILED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 7TH DAY

OF OCTOBER, 1948

*Mildred Hale**William Doe*
CHAIRMAN, BOARD OF SUPERVISORS

TITLE DEPUTY COUNTY CLERK

I HEREBY CERTIFY THAT THERE IS ON FILE IN THE COUNTY THE CERTIFICATION OF THE SUPERINTENDENT OR OTHER OFFICIAL OF THE INSTITUTION THAT THE FORMER RECIPIENT RECEIVED CARE IN THE INSTITUTION DURING EACH MO. FOR WHICH A CLAIM IS FILED.

Helen Smith
SIGNATURE OF COUNTY WELFARE DIRECTOR

I HEREBY CERTIFY THAT THE RECORDS OF THIS COUNTY INDICATE THAT THE AMOUNTS CLAIMED ARE DUE AND OWING THE COUNTY FROM THE STATE OF CALIFORNIA UNDER SECTION 2160.7/3044.1 OF THE WELFARE AND INSTITUTIONS CODE.

Allen Adams
SIGNATURE OF COUNTY AUDITOR

Form AB 800-H, Revised July 1948
Affidavit to Accompany Monthly
County Institutional Claim
(Form AB 801-H)

(Section Continued on Next Page)

FORM Ag 804

Public Assistance Program
629-99 (Continued)

FINANCIAL PROCEDURES--COUNTY AID CLAIMS

629-99

Form Ag 804 (revised)--August, 1943

State of California
Department of Social WelfareCancellation Schedule to Accompany
Monthly Aged Claim

REPORT OF CANCELLED WARRANTS

From XXX County

FOR AID TO NEEDY AGED PERSONS

To Accompany November 1947, Monthly Aged ClaimSubmit TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
Sacramento, California(Indicate Non-Co. Cases by (*), Non-Fed.
Cases by (**) and Non-Co. Non-Fed. Cases
by (***) in Column 7.)

Warrants Issued Subsequent to August 1, 1947

(1) NAME Family Given	(2) State No.	(3) Warrant No.	(4) Warrant Date	(5) Mo. and Year Claimed	(6) Warrant Amount	(8) (9) (10) (11) AMOUNT OF CANCELLATION					(12) Do Not Write in This Column
						(7) Total	Excess	Federal	State	County	
Green, Hercules	5	985	8/1/47	8/47	60.00	60.00	15.00				
Green, Hercules	5	1010	9/1/47	9/47	60.00	60.00	15.00				
				TOTAL	120.00	120.00	30.00	50.00	60.00	10.00	
		Brought Forward from Sheet #2			176.00	176.00	20.00	63.00	99.17	13.83	
					296.00	296.00	50.00	113.00	159.17	23.83	
				Number of Eligible Persons	2						

Note.--Current cancellations should be crossed off payroll and not included in totals.

The breakdown into Federal and State amounts should be omitted in regular cases; i.e., when there is participation by Federal, State and County Governments.

629-99 (Continued)

629-99

State of California

A I D A F F I D A V I T

FORM B1 800

From XXX County

For Aid to The Blind

Month of November 1947 Fiscal Year
(State Use Only)Forward TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
Sacramento, California

AMOUNT DUE FROM FEDERAL FUNDS FOR AID		CURRENT MONTH COL. A.	PRIOR MONTHS COL. B.
1. Total aid paid under blind laws (item F, col., 1, Form B1 802)			
Number of blind persons: current month <u>13</u> ; prior months <u>4</u>	\$ 704.33	\$ 305.00	
2. Amount paid to blind persons ineligible for Federal aid (total items A, B & C col. 1, Form B1 802)			
Number of persons: current month <u>5</u> ; prior months <u>4</u>	\$ 265.00	\$ 280.00	
3. Total aid in excess of \$45 paid to blind persons eligible for Federal aid (item F, col. 2, Form B1 802)	\$ 103.33	\$ 15.00	
4. Total of items 2 and 3	\$ 368.33	\$ 295.00	
5. Basis for Federal participation (item 1 minus item 4)	\$ 336.00	\$ 10.00	
6. Amount due from Federal funds for aid (item F, col. 3, Form B1 802)	\$ 188.00	\$ 5.00	
7. Federal share of adjustments (total col. 7, Form ABC 803)	\$ 3.00		
8. Federal share of canceled warrants for prior months (total col. 9, Form B1 804)	\$ 95.00		
9. Federal share of collections (total col. 7, Form ABC 803)	\$ 10.00		
10. Total of items 7, 8, and 9	\$ 108.00		
11. Net amount due from Federal funds for aid (item 6 minus item 10)	\$ 80.00		
12. Total amount due from Federal funds for aid (item 11, col. A, plus item 6, col. B)		\$ 85.00	

AMOUNT DUE FROM STATE FUNDS FOR AID			
13. Amount due from state funds for aid (item F, col. 4, Form B1 802)	\$ 463.62	\$ 238.75	
14. State share of adjustments (total col. 8, Form ABC 803)	\$ 11.50		
15. State share of canceled warrants for prior months (total col. 10, Form B1 804)	\$ 188.75		
16. State share of collections (total col. 8, Form ABC 803)	\$ 7.00		
17. Total of items 14, 15, and 16	\$ 207.25		
18. Net amount due from State funds for aid (item 13 minus item 17)	\$ 229.37		
19. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (item 18, col. A, plus item 13 col. B)		\$ 468.12	

AMOUNTS FOR REPORTING PURPOSES ONLY		Approval Stamp
20. Total adjustments (total col. 6, Form ABC 803)	\$ 26.00	
21. Total canceled warrants for prior months (total col. 7, Form B1 804)	\$ 357.50	
22. Total collections (total col. 6, Form ABC 803)	\$ 24.00	

STATE OF CALIFORNIA, county of XXXXX ss. I, Jane Doe being duly sworn, depose and say:
That I am the county official responsible for the administration of Aid to the Blind in and for the said County;
That all provisions of Chapters 1 and 3 of Part I of Division V of the Welfare and Institutions Code, and
amendments thereto, and Title X of the Social Security Act, and amendments thereto, have been complied with to
the best of my knowledge and belief.

Subscribed and sworn to before me this 7th day

Signature of Welfare Director or Official in charge

of December, 1947Title DirectorTitle Deputy County ClerkApproved Richard Roe
Chairman, Board of Supervisors

I hereby certify, that warrants covering all amounts due under the laws have been issued and charged to
funds for aid in accordance with the Blind Laws, Chapters 1 and 3 of Part 1 of Division V of the Welfare and
Institutions Code, and amendments thereto.

Signature of County Auditor

Form B1 800, Revised October 1, 1947
Affidavit to Accompany
Monthly Payroll (Form B1 801)

CREDIT VOUCHER CLAIM-AID

629-99 (Continued)

629-99

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIACLAIM FOR STATE AID FOR CARE OF FORMER OAS
RECIPIENTS IN COUNTY INSTITUTIONS
(SECTION 2160.7/3044.1 OF THE WELFARE & INSTITUTIONS CODE)XXXXXX COUNTY FORM AB 801-H
FOR QUARTER ENDING September 30, 1948

STATE SHARES COMPUTED ON THE BASIS OF THE GRANT RECEIVED AT TIME OF ENTRANCE TO CO. INST.-MANUAL SEC. 627-25

1 NAME		2 STATE NUMBER	3 STATE SHARE	4 STATE SHARE	5 STATE SHARE	6 STATE USE ONLY
FAMILY	GIVEN		1ST MO.	2ND MO.	3RD MO.	
Miller,	Sally	1	25.00	25.00	25.00	See Sec. 627-25 County Institutional Claim.
Jones,	Stella	2	25.00	12.10		See Example D
						See Example E (Recipient released from Hosp. 8/16/48 and OAS restored same day.)
Williams,	James	3	25.71	25.71		See Example F Recipient died 8/4/48
Adams,	Henry	4	25.00	25.00	25.00	See Example G
Twiggs,	Irma	5	30.00	30.00	30.00	Regular Case Non-County Case
Carpenter,	Joe	6	25.71	25.71	25.71	See Example H
Scalora,	Tillie	7	30.00	30.00	30.00	Regular Case Non-County Case
			SUPPLEMENT	FOR PRIOR	MONTHS	
Miller,	June 1948 Sally	1			25.00	See Sec. 626-50, Supplemental Aid Claims
Miller,	May 1948 Sally	1		25.00		
Miller,	April 1948 Sally	1	25.00			
			211.42	198.52	160.71	

FORM AB 801-H, REVISED JULY 1948
CLAIM TO ACCOMPANY AFFIDAVIT (FORM AB 800-H)

PAGE NO. 1

(Section Continued on Next Page)

629-99 (Continued)

629-99

STATE OF CALIFORNIA

FORWARD TWO COPIES
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FORM AB 801-H

CLAIM FOR STATE AID FOR CARE OF FORMER ANB
RECIPIENTS IN COUNTY INSTITUTIONS

(SECTION 2160.7/3044.1 OF THE WELFARE & INSTITUTIONS CODE)

XXX COUNTYFOR QUARTER ENDING September 30, 1948

STATE SHARES COMPUTED ON THE BASIS OF THE GRANT RECEIVED AT TIME OF ENTRANCE TO CO. INST.-MANUAL SEC. 627-25

1 NAME		2 STATE NUMBER	3 STATE SHARE	4 STATE SHARE	5 STATE SHARE	6 STATE USE ONLY
FAMILY	GIVEN		1ST MO.	2ND MO.	3RD MO.	
Brown,	George	1	17.50	17.50	17.50	See Sec. 627-25 County Institutional Claim.
Nix,	Henry	2	37.50	37.50		See Example C
						Recipient was receiving a grant of \$75 when he entered the inst. in 3/48. Recipient died 8/2/48.
Wright,	Frank	3		50.00	50.00	Recipient was receiving a grant of \$75 on a non-co. basis when he entered the inst. in 5/48. Co. institutional subvention auth. to begin 8/1/48
Frost,	Arthur	4	37.50	37.50	18.75	Recipient was receiving a grant of \$75 when he entered the inst. in 2/48. He was discharged on 9/16/48 and ANB was re-stored the same day.
			<u>SUPPLEMENT</u>	<u>FOR PRIOR</u>	<u>MONTHS</u>	
Nix,	<u>June 1948</u> Henry	2			37.50	See Sec. 626-50, Supplemental Aid Claim.
			92.50	142.50	123.75	

FORM AB 801-H, REVISED JULY 1948
CLAIM TO ACCOMPANY AFFIDAVIT (FORM AB 800-H)PAGE NO. 1

629-99 (Continued)

629-99

State of California

Forward TWO Copies to
State Department of Social Welfare
Sacramento, CaliforniaFROM XXXX COUNTY

STATE AID FOR

FORM AB 800-H

CARE OF FORMER ANB RECIPIENTS IN COUNTY INSTITUTIONS

(AS PROVIDED UNDER SECTION 2160.7/3044.1 OF THE WELFARE AND INSTITUTIONS CODE)

FOR QUARTER ENDING September 30, 1948 FISCAL YEAR

STATE USE ONLY

APPROVAL STAMP

1. TOTAL STATE SHARE (TOTAL COLS. 3,4, & 5, FORM AB 801-H).....	\$ 358.75
STATE SHARE 1ST MONTH (COL. 3, FORM AB 801-H).....	\$ 92.50
STATE SHARE 2ND MONTH (COL. 4, FORM AB 801-H).....	\$ 142.50
STATE SHARE 3RD MONTH (COL. 5, FORM AB 801-H).....	\$ 123.75
2. STATE SHARE ADJUSTMENTS (COL. 8, FORM ABC 803).....	\$ -0-
3. DUE FROM STATE FUNDS (ITEM 1 MINUS ITEM 2).....	\$ 358.75

STATE OF CALIFORNIA, COUNTY OF XXXX)SS.

I, WILLIAM DOE, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE AFORESAID COUNTY, AND THAT THE AUTHORITIES OF THIS CO. HAVE COMPLIED WITH ALL PROVISIONS OF CHAPTER 1 OF DIVISION III OR CHAPTER 1 OF PART I OF DIVISION V OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, UNDER WHICH THIS CLAIM IS FILED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 7TH DAYOF October, 1948Mildred HallWilliam Doe
CHAIRMAN, BOARD OF SUPERVISORSTITLE Deputy County Clerk

I HEREBY CERTIFY THAT THERE IS ON FILE IN THE COUNTY THE CERTIFICATION OF THE SUPERINTENDENT OR OTHER OFFICIAL OF THE INSTITUTION THAT THE FORMER RECIPIENT RECEIVED CARE IN THE INSTITUTION DURING EACH MONTH FOR WHICH A CLAIM IS FILED.

Helen Smith
SIGNATURE OF COUNTY WELFARE DIRECTOR

I HEREBY CERTIFY THAT THE RECORDS OF THIS COUNTY INDICATE THAT THE AMOUNTS CLAIMED ARE DUE AND OWING THE COUNTY FROM THE STATE OF CALIFORNIA UNDER SECTION 2160.7/3044.1 OF THE WELFARE AND INSTITUTIONS CODE.

John Adams
SIGNATURE OF COUNTY AUDITOR

Form AB 800-H, Revised July, 1948
Affidavit to Accompany Monthly
County Institutional Claim
(Form AB 801-H)

(Section Continued on Next Page)

645-26. EXPENDITURES FOR COMMISSARIES

645-26

GR

Commissary costs shall be determined and handled as direct charges to this activity where readily determinable. They may be reported on the Administrative Expense Worksheets (Forms DFA 64 and 64A) under the caption "Commissary" or the OWP column may be used.

Joint expenditures applicable to the categorical aid programs only will be allocated as such.

Only expenditures for Salaries and Wages, Maintenance and Operations, and Capital Outlay by which all welfare programs and the commissary benefit, shall be treated as overall expenses. An example of the latter would be the salary of a county welfare director who is responsible for the operation of all welfare programs including the commissary. (W&IC 1561, 2140, 3091; FSS-Admin.)

645-31 EXPENDITURES FOR EYE EXAMINATIONS

645-31

ANB

Federal participation may be claimed for cost of required eye examinations for aid to the blind. (See Secs. 235-00, Physician's Reports of Eye Examination, 351-50, Reinvestigation of Blindness, and 645-02, Expenditures for Purposes of Administration.)

In connection with an application for ANB, the SDSW requires the first examination and if the applicant, at his own expense, submits a second report which is in conflict with the first, then the SDSW requires a third or resolving report. Accordingly, reimbursement may be claimed for the first and third examinations, and any additional examinations which the SDSW may require.

In connection with reinvestigation, reimbursement may be claimed for the required eye examination (See Sec. 351-50, Reinvestigation of Blindness) and for any additional examinations which the SDSW may require. (See Secs. 180-25, Successive Eye Examination Reports, 180-50, Re-examination of Eyes to Determine Continued Eligibility, and 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination.)

Necessary expenses to county for transporting an applicant for or recipient of ANB to obtain the required eye examination (See Secs. 180-15, Determination of Degree of Blindness, and 180-50, Re-examination of Eyes to Determine Continued Eligibility) are administrative expanses, subject to Federal reimbursement provided;

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no accessible ophthalmologist on the panel in the county and the person must be transported to another county or state, or

(Section Continued on Next Page)

645-21 (Continued)

645-21

2. The services performed are a distinct and additional function of a type customarily performed as a function of the county welfare department and not a type performed as part of the regular service rendered by such outside agency to other agencies, and a unit of such outside agency performs the service as its sole function and operates as an integral part of the county welfare department;
3. Amounts were expended by a civil service agency for extra identifiable services relating to the establishment and maintenance of personnel standards on a merit basis for the county welfare department as required by rules and regulations of the merit system. They shall include only such special services as are rendered primarily for the county welfare department, and, under existing practice, would not be rendered as a regular service. (W&IC 1560, 2140, 3075, FSS-Admin.)

645-25 EXPENDITURES FOR CWS

645-25

CWS

CWS Workers

In those counties where agreements have been approved for the employment of CWS workers, the total salary received by those workers shall be charged to the CWS Program.

Reimbursement to the county from CWS funds will then be computed on the percentage of the CWS worker's salary specified in the agreement between the state and the county.

CW Supervisors

In those counties where agreements have been approved for the employment of a County Child Welfare Supervisor or County Child Welfare Supervisor Grade I or County Child Welfare Supervisor Grade II (if and when these two latter classifications are approved by the U. S. Children's Bureau) and the agreement specifies that such supervisors may work less than full time on CWS, the amount of such supervisors' salaries charged to CWS shall be determined on the basis of time actually spent during the month on activities specified in the agreement between the SDSW and the county.

Reimbursement to the county for a County Child Welfare Supervisor will be determined by applying the agreed percentage to be borne from CWS funds against the amount chargeable to the program as determined by the time recording procedure. In any event, the reimbursement will not exceed any contract limitation.

Educational Stipend

In those counties where agreements exist for the reimbursement of CWS educational stipends, such expenditures for stipends shall be reported and charged as a maintenance and operation expense to the CWS Program and the counties may claim reimbursement as specified in the existing agreements.

Other Expenditures

Expenditures for the CWS Program not contained in the regular agreement between the state and the county must be authorized individually in advance by the SDSW. (FSS-Admin.)

800-57 EXPENDITURES FOR CWS
CWS

800-57

Reimbursement may be obtained from CWS funds for types of expenditures specified in agreements between the SDSW and the counties. Expenditures not covered by the regular agreement between the county and the SDSW must be authorized individually in advance by the SDSW. (See Sec. 645-25, Expenditures for CWS, (FSS-Admin)).

800-49 (Continued)

800-49

Item 5a. In home of parents.--Enter the number of children who are receiving service in the home of one or both parents, step-parents, or parents by legal adoption. Include in this item children living with one or both parents in a family or boarding home.

Item 5b. In home of relatives.--Enter the number of children who are receiving service in the home of a relative of the child whether or not the degree of relationship involves legal responsibility for the child's support.

For the purpose of this report, the term "relative" includes brother, sister, aunt, uncle, niece, nephew, grandfather, grandmother, great-grandfather, great-grandmother, great uncle, great aunt, whether such relationships are by blood, marriage, or adoption.

Item 5c. In foster home.--Enter the number of children who are receiving service in family homes other than those of parents or relatives as defined in Items 5a and 5b. Include in this item children living in homes used for short-time as well as for long-time care. This count should include children living in free, boarding, and work or wage homes. Children placed in homes with the expectation that they will be adopted should be included in this count.

Item 5d. In institution.--Enter the number of children who are receiving service in child-caring institutions. Do not include in this item children in maternity homes, institutions for the mentally or physically handicapped, hospitals, correctional or custodial institutions, and related institutions. Such children should be reported in Item 5e.

Item 5e. Elsewhere.--Enter the number of children who are receiving service in places other than those listed in Item 5a to 5d, inclusive. This count will include, for example:

- (1) Children in boarding schools.
- (2) Children in maternity homes.
- (3) Children in institutions for the mentally or physically handicapped and in hospitals and related institutions such as preventoria and sanatoria.
- (4) Children who have established independent living arrangements.

Item 5f. Unknown.--Enter the number of children whose exact whereabouts are unknown but who are known not to be living at home, with relatives, in foster homes, or in institutions. (W&IC 115, 116)